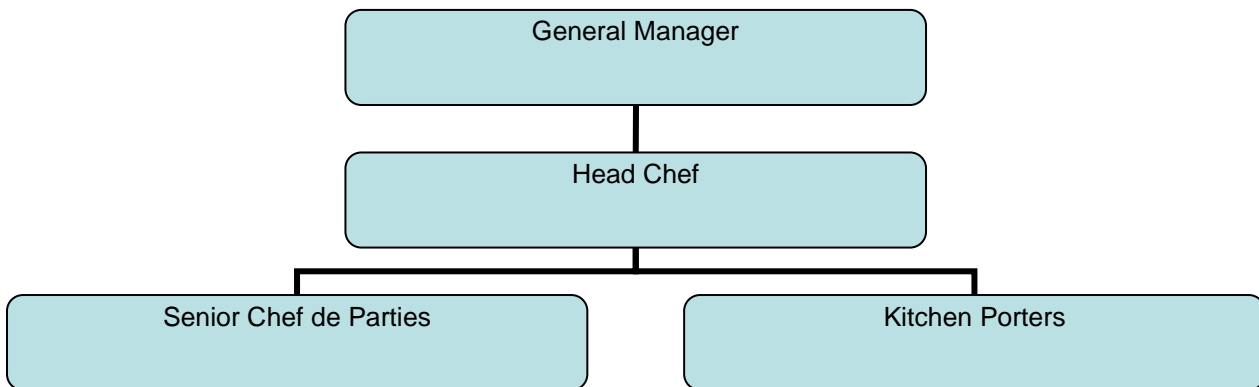


EDGBASTON PARK HOTEL
AND CONFERENCE CENTRE

J O B D E S C R I P T I O N

JOB TITLE	Kitchen Porter
DEPARTMENT	Kitchen
RESPONSIBLE FOR WHICH OTHER POSTS	None
RESPONSIBLE TO	Head Chef

Organisation Chart



Job Summary

To supply clean dishes and pots on time and ensure all areas of the kitchen are kept tidy at all times and maintained to a high standard, in accordance with the Hotel's policies and procedures.

Main Duties

- Maintain a supply of clean dishes, glassware, silver, pots etc. for all outlets and functions at the hotel.
- Operate the dishwasher and return all clean pans and pots to their proper place.
- Ensure chefs have adequate china and hot plates available.
- Keep glassware organised and stores clean, with dishes in the proper location.
- Assist in the breakdown of banquet functions.
- Sweep and mop the kitchen and wash clearing counters and shelves.
- Monitor waste levels in all bins and remove to the refuse area when required.
- Assist kitchen staff in keeping their areas free of boxed and used equipment.
- Adhere to all health, sanitation and food safety rules and regulations.
- Report all potential and actual hazards immediately.
- Work in a safe manner that does not harm or injure self or others.

- Wear appropriate personal protective equipment, such as mask, gloves and glasses, when using chemicals.
- Attend all training as and when requested.
- Undertake any other duties as requested by management.

General Requirements

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to guests.
- Respond professionally and pro-actively to any guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Act with integrity and in the interests of the Hotel at all times.

Person Specification

Experience

- Previous experience in a similar role, within a hotel or Conference and Banqueting environment is (desirable).

Knowledge and Skills

- Good communication skills and ability to work within a team.
- Understanding of HACCP, COSSH and other regulatory guidance.
- Ability to work on own initiative.
- Ability to prioritise workloads, meet deadlines and work to strict time constraints.
- Passion for delivering an exceptional level of service.

Qualifications

- Food Hygiene certificate (desirable).