

JOB DESCRIPTION

JOB TITLE	Kitchen Porter
DEPARTMENT	Edgbaston Park Hotel and Conference Centre
RESPONSIBLE FOR WHICH OTHER POSTS	None
RESPONSIBLE TO	Sous Chef/ Head Chef

Organisation Chart

General Manager
Deputy General Manager
Head Chef
Sous Chef
Chef de Partie
Commis Chefs
Kitchen Porters

Job Summary

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

Main Duties

- To maintain a supply of clean dishes, glassware, silver, pots etc. for all outlets in the hotel.
- To operate the dishwasher and return all pans and pots to their proper place once they are clean.
- To ensure chefs are well stocked with china and hot plates
- To keep glassware organised at all times and stores clean with dishes in the proper location.
- To assist in the breakdown of banquet functions and wash dishes from functions.
- To sweep and mop the entire kitchen and wash clearing counters and shelves.
- To monitor waste levels in all bins and remove to the refuse area when required.
- To assist kitchen staff in keeping their areas free of boxed and used equipment.
- To adhere to all health, sanitation and food safety rules and regulations.
- To report all potential and real hazards immediately.
- To work in a safe manner that does not harm or injure self or others. Knows how to protect self against chemicals, and is aware of harmful chemicals used.
- To keep the highest standards of personal hygiene, dress, appropriate uniform, appearance and conduct.
- To wear appropriate equipment, such as mask, gloves and glasses, when using chemicals.

- To comply and act in accordance with the company's fire regulations and to adhere to the fire policy.
- To attend all statutory training as and when requested.
- To behave in a friendly and hospitable manner towards guests, customers and staff.
- To undertake any other duties as requested by management

Knowledge, Skills, Qualifications & Experience Required

- Previous experience in a similar role, within a hotel or C&B environment is desirable but not essential.
- Good communication skills and ability to work within a team.
- Understanding of HACCP, COSHH 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 quality food and exceptional levels of service.