

## **Job Description**

### **Kitchen Porter**

**Job Title:** Kitchen Porter

**Department:** Hospitality

**Responsible to:** Head Chef

**Location:** YMCA Newark & Sherwood, Community & Activity Village

**Hours:** 35

**Salary:** £17,290 per annum

#### **Job Purpose**

- Ensuring the kitchen area is clean and tidy at all times, including washing pots and pans, cleaning floors and sanitising food preparation areas.
- Ensuring quick and efficient cleaning of all cooking tools and utensils for the Chef Team and front of house team.
- Supporting the Chef Team with food preparation and service as required.
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

#### **Principal Responsibilities**

- Ensuring all kitchen work surfaces, storage areas and chillers are kept clean and sanitised for use.
- Sweeping and mopping floors at the beginning and end of shifts.
- Assisting with cleaning spillages to ensure a quick and efficient kitchen service remains in place.
- Washing cookware, utensils and cutlery fast to keep them in rotation.
- Ensuring the kitchen is kept clean at all times, completing deep cleaning tasks as required.
- Maintaining the cleaning equipment storage, notifying the Head Chef and Hospitality & Events Manager where stock is required.
- Take out rubbish and recycling as required.
- Providing assistance to the Chef Team and Front of House Team as required.
- Ensuring all statutory and internal regulations regarding hygiene, safety and cleanliness are followed at all times, attending training as required.
- Monitoring storage and stock room areas and keeping clean and tidy

#### **Responsibilities of all YMCA staff, casual workers and managers**

##### **1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.



**2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3 Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

**4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association's Health and Safety policies.

**Line Management Responsibility:**

No direct line management responsibilities. Informal supervision of casual workers, apprentices, work experience placements and volunteers may be required.



**PERSON SPECIFICATION**

Please ensure that you address all the requirements marked with an “A”

in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Proven experience of working in a fast paced kitchen environment	A, I, T
	1.2 Experience of providing excellent customer service	A, I
Skills & Abilities	2.1 Good communication skills (face to face, over the telephone and in writing)	A, I
	2.2 A good working knowledge of Health, Safety, and Food preparation practices	A, I
	2.3 Ability to work alone using own initiative and as part of a team	A, I
	2.4 Ability to work under pressure	A, I
Education/ Training / Qualifications	3.1 Advance Hygiene Qualified or CIEH Level 2 Food Hygiene Qualified (Desirable)	A, D
	3.2 NVQ Level 2 Food Preparation or equivalent qualification (Desirable)	A, D
Other work related requirements	4.1 Ability to support the Christian core values of the Association	A
	4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service.	A
	4.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds.	A
	4.4 Willingness to work unsociable hours including evenings and weekends.	A, I

\*When Assessed – (A) on Application form, (I) At Interview, (T) During Test,



(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

