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| **Name:** |  |
| **Job Title:** | Kitchen Porter |
| **Location:** | Parc Y Bocs Farm shop, Kidwelly, SA17 5AB. |
| **Contract:** | Permanent Part-Time employment contract |
| **Hours:** | Basic contract of 32.5 hours a week (over 5 Days) between Monday and Sunday.   * 6.5 hours a day * 10am-5pm. * **Variable Shift Patterns.** |
| **Accountable to:** | David Radford (Hospitality Manager)  Micheal Monks (Kitchen Manager) |

**Job Description**

**Job Summary**

Support Farm Shop management with day-to-day operations: Support the kitchen team in day-to-day operations of the kitchen.

A **positive and flexible approach** to work is essential including weekends, evenings, additional hours and to cover holidays and unforeseen circumstances as required.

**Key Responsibilities**

• Dishwashing of all pots, pans, crockery, and equipment.

• Ensuring that all deliveries are organised and stored correctly.

• Maintaining the stock room organising and rotating stock.

• Emptying all bins and waste is disposed of correctly

• Following all cleaning down processes and procedures ensuring that the kitchen is to the highest standard of cleanliness each day.

• Creating a safe environment by effectively cleaning all cookware, equipment, surfaces, walls, and floors.

• Carrying out basic food preparation, assisting the Chefs when needed.

**Operational**

• Maintain a high standard of housekeeping and hygiene within the workplace: Job Description Page | 2 HR Department

• Wash and store dishes, pots, and cutlery.

• Sanitise food preparations areas, equipment, walls, and floor.

• Empty waste and recycling bins.

• Deal with customer queries in a professional manner.

• Support with basic food preparation as required.

**Health and Safety**

▪ Maintain a high standard of housekeeping and hygiene within the workplace ensuring that clean tables are available for customers.

▪ Report faulty or damaged merchandise and equipment to management.

▪ **Co-operate with Burns’ organisational policies and procedures for Health and Safety** including PPE and reporting adverse events.

You will also be required to carry out any other duties which may be reasonably required of you.

Name:

Sign:

Date: