

MIDLANDS PARK HOTEL

Job Description

Position Title: Kitchen Porter

Reporting To: Head Chef

Job Purpose:

The Kitchen porter for the Midlands Park Hotel must be energetic, positive and thrive in a fast-paced environment. This role requires a high level of energy and communication to deliver award winning levels of service effectively and efficiently to our fabulous guests. The position will require the Kitchen Porter being comfortable standing for long periods of time, working in a fast-paced environment and managing a busy shift whilst engaging with our team.

To ensure that the Kitchen and Food Preparation areas are always maintained to the highest level of cleanliness. To ensure that all crockery and cutlery is washed and maintained to the agreed standards.

Main Duties

- Live to and embody the values of the business
- Demonstrate and promote our Vision, Mission and Values
- Achieve the Midlands Park Hotel Competencies
- To use effective communication within your team

Duties & Responsibilities:

- To offer the highest level of cleanliness in the Food Production areas of the hotel, ensuring the agreed standards are always achieved.
- To ensure that you have an in-depth knowledge of your department product, in addition to being aware of the total hotel facilities
- To be fully mobile in all areas of the kitchen – work on section assigned each day
- To comply with all HACCP procedures and guidelines as set out in the hotel HACCP policy are always adhered to
- To document and report back to supervisors and management any non-compliance in relation to HACCP control within the kitchen
- To work as part of the Team, being aware of colleagues and their needs, and being always flexible
- To report any faults in equipment, fixtures and fittings to Chef or Supervisor and to ensure that no item of equipment is mis-used
- To carry out duties as outlined on cleaning checklists
- To actively participate in any training designed to improve standards and performance levels
- To ensure a high standard of personal hygiene and grooming
- To always wear clean uniform and protective clothing as outlined in the hotel SOP
- To attend Hotel and Departmental Meetings as required, ensuring effective communication at all levels
- To maintain all company policies and procedures.
- To ensure that all hygiene regulations are always adhered to.
- To comply with statutory and legal requirements for Health & Safety, Fire, Hygiene, Licensing and Employment.
- To carry out any other reasonable request

Print Name: _____ Signature: _____

Date: _____