

# Kitchen Porter vacancy

A Fantastic opportunity has arisen to work at Bovey Castle Luxury Hotel as Kitchen Porter 48 hours per week. Set in majestic surroundings including a championship Golf course Bovey Castle offers the chance to work with an exceptional team and develop a 5 star career.

You will be responsible for all aspects of cleanliness in the Kitchen and Staff Recreation areas. You must be able to work on your own initiative along with following a cleaning schedule and the preparation of ingredients. Communication skills are essential as you work closely with the chefs and support our whole workforce in the employee restaurant ensuring good availability and cleanliness of utensils, facilities and food.

The ideal candidate will have experience of working as a KP, preferably in a hotel or similar environment, able to work under pressure and take direction from chef de partie, staff restaurant supervisor and senior chefs.

In return you will receive £6.00 per hour as well as other fantastic benefits including shared service charge / gratuities and free use of selected facilities including championship golf course.

To apply for this position please email your CV and a covering letter to [sirvin@boveycastle.com](mailto:sirvin@boveycastle.com).





## **JOB DESCRIPTION**

**Job Title:** Kitchen Porter

**Hotel:** Bovey Castle

**Department:** Kitchen

**Responsible to:** Executive Chef

**Scope and Purpose:** To consistently achieve the service and product delivery standards for the department with a high degree of customer care and service at all times.

### **KEY RESPONSIBILITIES**

1. To report for duty in good time, clean and tidy and wearing the correct outfit.
2. To strive to anticipate customer needs wherever possible and react to these to enhance customer satisfaction.
3. To provide all customers with a professional, helpful and friendly service at all times. To promote an attitude of caring and co-operation from all staff.
4. To treat all internal and external customers in a polite and courteous manner at all times. To give full co-operation to any customer requiring assistance in a prompt, caring and helpful manner. To be flexible in assisting around different areas of the hotel in response to business and customer needs and carry out reasonable requests.

5. To perform all tasks to a consistent standard as detailed within the Department and to operate within Hotel Key Standards.
6. To attend daily / weekly briefing sessions and hotel / departmental meetings when required.
7. To take responsibility for own personal development by attending training sessions and meetings when required and to operate in line with the training or information received.
8. To achieve action points arising out of appraisal and job chats.
9. To demonstrate a pride in workplace and a high level of commitment.
10. To assist the Executive Chef in maintaining regular and effective communication within the team and attend hotel meetings when required.
11. To report all maintenance requirements and hazards in the work place to the Executive Chef or Maintenance team
12. To comply with statutory and legal requirements for fire, health and safety, hygiene, licensing and employment.
13. To adhere to hotel rules at all times.

#### **Main Duties**

1. To be aware of and strictly adhere to hygiene and food safety standards as laid down by the company and legal requirements
2. To ensure that all kitchen areas and all equipment is cleaned to the highest standard.
3. To follow KP Kitchen checklist including cleaning, washing pots and pans, disposal of rubbish and delivery materials.
4. To ensure that all equipment, cutlery, crockery, glassware etc. is stored and allocated to correct areas.
5. To assist kitchen and food service staff in the fetching and carrying of food and equipment.
6. To ensure that the correct cleaning procedures are followed in respect of chemicals and equipment and follow daily and weekly cleaning schedules.
7. Adherence to all company procedures on health and safety and hygiene including maintaining cleanliness of work areas at all times.
8. Twice per week mop staff canteen floor. Daily pull out hot plate and clean behind on top and behind on floor.
9. Complete all Staff Restaurant Duties as per Staff Restaurant checklist – working closely with Staff Restaurant Supervisor.

10. Remove all Food from staff areas to avoid potential food safety issues for employees at end of food service.
11. Ensure hand towels and spray is left downstairs in staff restaurant for staff to use and for you to use for cleaning.
12. Empty bins after each sitting including in the relaxation room.
13. Complete all Cleaning Duties