



JOB TITLE: Kitchen Porter

DEPARTMENT: Kitchen

RESPONSIBLE TO: Head Chef/Sous Chef

RESPONSIBLE FOR: No staff

Job Purpose:

To ensure cleanliness of kitchen and equipment in accordance with standard operating procedures (S.O.P).

Accountabilities

These are your minimum standard of performance. Each one is summarised below:

- To demonstrate a high standard of personal appearance, always wearing the full and correct uniform and ensuring good personal hygiene
- To have a full and up-to-date knowledge of hotel products and services
- To ensure all telephone calls are handled politely and efficiently, ascertaining and accurately meeting the caller's needs
- To provide prompt, friendly and efficient service during events which accurately meet customers' needs
- All customers and visitors feel their requirements are understood and are confident that the assistance or information given is accurate and meets their needs
- To handle complaints promptly and professionally, demonstrating genuine care and concern
- To maintain the cleanliness and hygiene of your department, its fixtures, fittings and equipment
- To ensure all legal and statutory regulations and responsibilities are met in order to maintain a safe working environment for yourself, your colleagues and our customers
- All staff are required to make themselves available for training and communication meetings for which advance notice will normally be given

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MAIN DUTIES & RESPONSIBILITIES

1. Carry out all cleaning duties as per cleaning schedule and instructions from Head Chef, Sous Chef and Junior Sous Chef
2. To ensure the correct use of different cleaning chemicals and materials as per manufacturer's instructions
3. To operate dishwashing machines and cleaning equipment
4. Clean as directed, equipment and utensils etc. to a high standard
5. Clean all work surfaces, shelves, floors, walls, sinks and cupboards etc.
6. Empty and clean rubbish bins as necessary and keep refuse area clean and free from any rubbish.
7. Clean and tidy Staff Canteen
8. Ensure work areas are kept clean, safe and tidy at all times
9. Comply with all COSHH regulations
10. To ensure that all equipment is functional and properly maintained.
11. To ensure that the cleaning material/chemical cupboard is kept clean and tidy and that all chemicals are stored correctly
12. Control the security of company stock and property
13. Adhere to all regulations in respect of hotel policies and standards, i.e. mandates and food standards.
14. Adhere to all regulations in respect of Health & Safety, hygiene, guest safety, fire regulations, emergency procedures, etc.
15. To comply with any reasonable request made by the Head Chef or Sous Chef

I confirm that I have read and understood my Job Description

SIGNED: _____ Date: _____