



Job Description

Job Title:	Kitchen Porter
Accountable To:	Head Chef
Location:	Moddershall Oaks Country Spa Retreat

Our Vision

At Moddershall Oaks, we are dedicated to providing guests with a special place to be and all members of our team are expected to work positively to achieve our vision:

'Be the best at everything we do by employing great people who make Moddershall Oaks a special place to be'.

Our Values

We have agreed a set of core values which define the standards and behaviours which we expect all employees to demonstrate:

- We are **Ambitious**
We are focussed on personal and business success
- We are **Caring**
We genuinely care about our guests and our colleagues
- We are **Creative**
We seek better ways of doing things and are empowered to deliver consistently outstanding service
- We are **Enthusiastic**
We are motivated to develop our skills and do our best for guests every day
- We are **Loyal**
We work as one team who are loyal to each other and the business

In return, Moddershall Oaks offers appropriate support, training and development within available resources to enable employees to make their best contribution

Job Purpose

Keeping the kitchen areas clean, wash up and assist the chefs when required. Work to the highest possible standard of cleanliness set by the Head Chef.

Principal Accountabilities

1. Follow the cleaning schedules for the kitchen and clean the section and other areas as directed.
2. Ensure that all kitchen ware is cleaned and well maintained including using all PPE and chemicals appropriately.





3. Comply with all Moddershall Oaks policies and procedures to ensure that all-statutory regulations are observed.
4. Comply with the conditions of the food hygiene policies.
5. Be flexible and willing to help other departments at busy times if required.
6. Keep stores areas neat and tidy.
7. Keep refrigeration and freezers organized.
8. Report any failing equipment to senior chef on duty.
9. Report any health and safety hazards to senior chef on duty.
10. Communicate effectively with colleagues and be a positive member of the kitchen team.
11. Contribute to stock taking as required.
12. Provide porter support with deliveries.
13. Provide porter support in all areas controlled by Food and Beverage to enable safe completion of duties

General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description
- Always seek to continuously improve
- Participate in internal/external meetings and training as required
- Positively participate in one to ones and appraisal
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Moddershall Oaks' culture, values, aims and objectives
- Act as a positive ambassador for Moddershall Oaks at all times when dealing with guests or representing the business
- Positively contribute to Moddershall Oaks team working environment, taking ownership of issues and supporting colleagues where appropriate
- Undertake any other duties that may be required from time to time

NB: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, Moddershall Oaks may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status. I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.



Name (Please print): _____

Signed: _____ Date: _____



Person Specification

Job Title: Kitchen Porter		
Criteria	Essential or Desirable	Method of Identification
Qualifications		
Food hygiene certificate	Desirable	Application
Health and safety awareness	Desirable	Application
Proven Experience		
Experience within a similar environment	Desirable	Application
Experience of practical work in a busy team	Essential	Application/interview
Experience of working under pressure, being self-organised and meeting deadlines	Essential	Application/interview
Knowledge, Skills and Abilities		
Knowledge of health and safety requirements	Desirable	Interview
Able to work as a motivated team member	Essential	Interview
Time management, able to achieve deadlines	Essential	Interview
Able to work on own initiative	Essential	Interview
Other Attributes		
Able to work effectively within Moddershall Oaks core values framework	Essential	Interview
Able to work some late evenings, weekends and bank holidays	Essential	Interview
Able to organise own transport to and from work	Essential	Interview

