

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

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| JOB TITLE: | Kitchen Porter |
| REPORTS TO: | Executive Chef |
| RESPONSIBLE FOR: | Supporting delivery of the Catering Provision for café shrub @ The Land of Oak and Iron Heritage Centre |
| PRIORITY CONTACTS: | The Land of Oak and Iron Heritage Centre Customers, Groundwork staff and Suppliers |
| LOCATION: | Land of Oak and Iron Heritage Centre, Winlaton Mill. Gateshead. |
| SALARY: | National Minimum Wage |
| HOURS: | Minimum 30 hours per week. The role will require weekend working and some evenings. |

JOB SUMMARY

An opportunity has arisen for an experienced Kitchen Porter to join our Café Shrub Team. Working with a supportive brigade, you will be expected to have basic hygiene knowledge, experience using chemicals, be able to follow instructions and work in a timely and efficient manner.

The role requires a positive and flexible approach with the ability to operate effectively in a fast paced customer environment.

KEY TASKS

Key Areas:

- General cleaning duties.
- Washing pots, pans, plates and cutlery, making sure they are back into use quickly.
- Washing and disinfecting kitchen appliances, work surfaces, floors and walls.
- Ensuring kitchen equipment is properly cleaned and stored.
- Removing and recycling waste from the kitchen.
- Organising the store room.
- Unloading deliveries.
- From time to time you may be required to help with basic food preparation.
- Litter pick and general tidy of courtyard and entrance area
- Set up external seating in courtyard

Please note as part of this role you will be required to carry out heaving lifting.

Additional Requirements:

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.