

# CREATIVE GARDENS



## **JOB DESCRIPTION**

<b>Job Title</b>	Kitchen Porter
<b>Location</b>	Bushmills
<b>Reporting to</b>	Café Manager
<b>Hours of work</b>	30 hours per week on a rota basis, including weekend work
<b>Duration</b>	Permanent

### **PURPOSE OF THE JOB**

As a Kitchen Porter you will play a key role in ensuring the smooth operation of our kitchen and washroom areas. The role will involve working to maintain high standards of cleanliness, organisation behind the scenes in our café and working in our washroom area washing dishes.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Dishwashing**

- To work in the washroom operating the dishwasher, cleaning pots, and stacking dishes.
- Ensure pots, pans, and crockery are thoroughly scraped or wiped clean before washing to minimise grease.

#### **Cleaning**

- Perform daily cleaning tasks in all kitchen areas and washroom areas.
- Assist with cleaning café seating areas, staff room facilities and toilet areas.
- Carryout deep cleaning of washroom, kitchen and storage areas as allocated to a high standard.
- Complete weekly, monthly, and quarterly cleaning tasks as required.

#### **Waste Management**

- Sort and dispose of various types of waste into the appropriate bins.

#### **Stock Management**

- Assist in putting away orders and rotating stock as required.
- Checking off that deliveries are correct and in good order.
- Recording details of deliveries and ensuring written records for environmental health are completed accurately.

#### **Compliance and Training**

- Adhere to relevant legislation such as COSHH (Control of Substances Hazardous to Health) and manual handling regulations.
- Participate in ongoing and refresher training as appropriate.

#### **Additional Duties**

- Undertake any other reasonable catering duties as requested by the Manager, Supervisor, or Chef. This may include occasional food preparation tasks, subject to the needs of the centre.
- To work well in part of our team.
- To ensure speed and pace of work is at the required level.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.*



## PERSONAL SPECIFICATION

Kitchen Porter

## ESSENTIAL CRITERIA

E1	<b>Availability:</b> Is available to work 30 hours per week including weekends.
E2	<b>Enthusiasm &amp; teamwork:</b> Has an enthusiastic personality, a positive outlook and good teamwork skills.
E3	<b>Efficiency &amp; Adaptability:</b> Works efficiently and can adapt to changing circumstances and handle various responsibilities. Is able to work well under pressure and manage your time effectively.
E4	<b>Physical mobility &amp; stamina:</b> Is capable of performing tasks such as bending, stooping, lifting heavy objects and standing for extended periods of time. Dealing with large deliveries and completing cleaning duties.
E5	<b>Communication skills:</b> Has excellent verbal and written communication skills and is able to effectively interact with staff and management.

## DESIRABLE CRITERIA

D1	<b>Experience:</b> Has one years experience working in a similar environment
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## ADDITIONAL INFORMATION

For closing date please see website for details. Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. The Group reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to, proof of eligibility to work in the UK, medical questionnaire and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

*Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.*