

Kitchen Porter

Line managed by The Catering Manager and reporting to the Head Chef, the Kitchen Porter will complete background tasks to support the smooth running of food preparation areas at The Everyman

Predominantly based in the kitchen the main responsibilities are.

- Washing up using and industrial dishwasher
 - Ensuring work spaces are kept clean and tidy
 - Supporting the staff in the Cafe and Circle Bar where possible
 - Keeping kitchen clean and tidy in accordance with good practice and hygiene regulations
 - Completing regular deep cleaning of kitchen equipment including fryer
 - Emptying and cleaning the grease trap
 - On the request of the chefs, basic food prep will be required from time to time
 - Attendance at Staff meetings
 - As a staff member of the Everyman, through his/her duty of care ensuring that the working environment and practices conform to Health and Safety legislation and the Everyman's Health and Safety Policy.
 - To undertake such other relevant duties as may be requested from time to time by the Catering Manager or the Duty Manager.
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- Although hours are offered on a casual basis the Everyman believes it is important that staff work often enough to maintain their knowledge of the procedures, policies and health and safety responsibilities expected in this role. Should an employee not carry out any work for eight consecutive weeks the Everyman will assume that they are no longer available to carry out casual work if/when offered and will remove them from payroll.

- The Everyman cannot guarantee work and hours will vary from week to week dependent on the programme. You are expected to attend for the hours shown on the rota and should give at least 24 hours notice (unless illness prevents this) if you cannot attend. In exceptional circumstances it may be necessary to cancel a shift. Should this happen casual staff given less than 48 hours notice of cancellation will be paid for their shift.

Personal Specification

Essential:

- The ability to work within a team and independently.
- Good customer service skills

Desirable

- Basic food hygiene certificate (training given)

Hours: Must be able to work evenings and Saturdays.

Benefits: Discounted tickets to performances and discount on food and drinks