**Job Title:**

Kitchen Porter

**Location:**

Holiday Inn Belfast City, 40 Hope Street, Belfast, BT12 5EE

**Responsible to:**

Head Chef / Manager on Duty

**Hours of Work:**

24 hours per week

**Rate of Pay:**

National Minimum Wage under 25

National Living Wage 25+

**Main Purpose of Job:**

Ensure that all equipment, crockery, cutlery and glassware is washed and stored correctly and to ensure that wash up area is maintained in a hygienic manner

**Experience / Qualifications**

**Essential:**

* Experience within a Kitchen Porter role
* Good communication and listening skills
* Ability to work in a fast paced environment

**Desirable:**

* Experience within the hospitality industry
* 5 GCSEs at grade C and above to include English or equivalent qualification

**Main Duties:**

* Ensure that all items of crockery/cutlery and glassware are washed properly, dried, and stored correctly
* Cleaning of pots, pans, equipment etc as required and ensure they are stored correctly and neatly
* Maintain storage areas for mops, brushes, and detergents in a clean and tidy manner
* Carry out cleaning duties as outlined in checklist
* Empty bins when full
* Ensure that all-banqueting items i.e. crockery and glassware are available on time for banqueting function
* Be aware of hazardous substances and to ensure that relevant protective clothing is worn and that directions are followed
* Report to Senior Chef on duty any broken equipment or items not considered safe
* Wear clean, suitable uniform and name badge at all times
* Ensure a high standard of personal hygiene and grooming
* Participate in any training and personnel exercises designed to improve standards and performance
* Work in accordance with standard procedures within each department
* Keep staff/work areas tidy, safe and report any hazard, accident, loss or damage to management and observe all requirements under Health & Safety at Work act (1989)

**Local Duties:**

* Assist in food preparation as and when required

**Note: The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable requests or duties directed by Management**