



# Kitchen Porter

Job Description  
Person Specification

September 2021

**Wycombe Swan** is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 11 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

**Wycombe Swan** is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

- Employment type:** Part Time – 30 hours per week
- Salary:** £14,000 per annum
- Hours:** 30 hours per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays. Additional hours will be paid at an hourly rate
- Work location:** You will be based at Wycombe Swan, High Wycombe and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** To assist the kitchen team as instructed in the provision of kitchen cleaning, washing up and food preparation for the restaurant, bar, and functions areas in accordance with Health, Hygiene and Safety Regulations.
- Our ideal candidate:** Good time keeping and reliability is essential, as is the ability to follow instructions and carry out delegated tasks accurately, effectively and within given timeframes. Previous basic food handling experience in a large scale catering operation is desirable.
- Closing date:** Monday 18<sup>th</sup> October 2021 , 10am
- How to apply:** Send your CV and a covering letter to [admin@wycombeswan.co.uk](mailto:admin@wycombeswan.co.uk) with the subject title 'Kitchen Porter'. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

**REPORTING**

You will report directly to The Head Chef.

**KEY ACCOUNTABILITIES****Operations**

- Responsible for the upkeep of the dishwasher and the porter areas in all kitchens.
- Responsible for the efficient and safe storage of all clean equipment within the kitchens and in store rooms.
- Ensure cleanliness of all food storage, refrigeration and preparation areas in conjunction with the kitchen cleaning rota and health and safety regulations.
- To participate in the HACCP procedure according to the company's Food Safety Management Document. To maintain the correct use of the KRKB including cleaning checklists and closing down procedures
- To ensure operational areas are properly prepared and stocked for all services and functions.
- Assist with receiving and storing of deliveries, stock rotation, in line with procedures

**Health & Safety**

- Responsible for the safe operation of the dishwasher and the porter area.
- Responsible for correct storage of food prepared in allocated refrigeration areas, to include covering, labelling the produce and stock rotation.

**Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

**Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- The post holder with carry out any other duties as appropriate to the post and as requested by a manager or chef

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

**PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

**Skills**

- Able to work efficiently as part of the team
- Able to follow instructions and carry out delegated tasks accurately, effectively and within given timeframes.
- Able to demonstrate reliability and good time keeping
- Able to carry out regular lone and assisted lifting tasks
- Good verbal communication skills

**Attitude**

- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

**Desirable**

- Previous food preparation / food handling experience
- Food Hygiene Certificate
- Experience in contract catering in a busy large scale operation