

# Kitchen Porter

**WYCOMBE  
SWAN**

Job Description  
Person Specification

June 2019

**Wycombe Swan** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

**Wycombe Swan** is a vibrant and dynamic place to work - a venue which presents some of the best music, theatre and comedy in the country. We always provide our staff with the best opportunities to train and develop within the organisation.

As well as aspirational plans to build audiences through high quality programming in our three distinct spaces (Swan Theatre, Town Hall, and Oak Room), we have key targets to drive the commercial success of the business through offering exceptional service to our customers. We want all visitors to the Swan to be able to enjoy World Class Service and this role will be a vital part of delivering this aim.

**Employment type:** Casual

**Salary:** £8.50

**Hours:** When required by the business, no guarantee on hours offered per week.

**Work location:** You will be based at Wycombe Swan Theatre & Town Hall 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, as is a Food Hygiene certificate.

**Closing date:** Sunday 30 June 2019

**How to apply:** Send your CV and a covering letter to [rpangan@wycombeswan.co.uk](mailto:rpangan@wycombeswan.co.uk). 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.

### **Health & Safety**

- Responsible for the safe operation of the dishwasher and the porter area.
- Responsible for the efficient and safe storage of all clean crockery on the trolleys 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 HACCAP procedure according to the company's Food Safety Management Document. To maintain the correct use of the KRB including Cleaning Rota and Closing Down procedures

### **Food Production**

- In liaison with the Head Chef - to be responsible for basic food production for all areas.
- 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 DUTIES AND RESPONSIBILITIES**

- The post holder with carry out any other duties as appropriate to the post and as requested by the Hospitality Manager and Head Chef/Sous Chef.
- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend meetings as required.
- This job description is current at commencement of employment. In consultation with you, it is liable to variation by management to reflect or anticipate changes in, or to the job.

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:

### **Essential**

- 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
- Flexible attitude
- Able to carry out regular lone and assisted lifting tasks
- Able to work evenings, weekends and bank holidays as required to meet our service requirements

### **Desirable**

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