



YORKSHIRE SCULPTURE PARK

JOB DESCRIPTION

Job Title Kitchen Porter

Responsible to Group Kitchen Manager
Senior Sous Chef
Front of House Manager

Date May 2024

Main Duties

To enable a smooth pot wash operation and be responsible for crockery and kitchen equipment being cleaned in line with expected standards.

To ensure that all tasks are being undertaken to the required standard and that any paperwork is complete to reflect this.

To be responsible for ensuring all goods received in are stored correctly and stock rotation is being adhered to in line with Hazard Analysis Critical Control Points (HACCP).

To assist the Kitchen Manager with organisation and operation of the pot wash area, hygiene controls, health and safety, security of kitchen provisions and ensuring equipment is maintained.

To ensure cleaning schedules are completed each week whilst identifying and prioritising the weekly workload.

General Responsibilities

Ensure any COSHH substances are stored correctly in line with Health & Safety procedures.

Ensure methods of operation, procedures and standards of hygiene and cleanliness are maintained in all food preparation, delivery areas and outlets, paying particular attention that personnel and food hygiene regulations and temperature control measures are correctly recorded.

To comply with the Health and Safety Regulations and Procedures including the reporting of accidents, Hazard Analysis Critical Control Points (HACCP) & related procedures, the Control of Substances Hazardous to Health (COSHH), the operation of safe manual handling practices and fire prevention with evacuation procedures.

Ensure all equipment being used is correctly cleaned, in good working order and safe to use. Any faults or repairs required are to be reported to the Kitchen Manager and to assist when required with inventories of equipment.

Assist with monitoring and control of kitchen stock, supplies and provisions working with the Kitchen Manager to process requisitions and orders for new stocks.

To attend training courses as required.

Any other duties as requested by Senior Management.

Terms of Employment

Contract:	Part-time seasonal contract until 29 th September 2024
Hours of work:	0-37.5 hrs a week. Rota over 7 days including weekends and bank holidays. Extra hours available at peak times.
Holidays:	Calculated based on hours worked
Probationary Period:	1 month
Notice Period:	1 week during the probationary period
Place of Work:	Yorkshire Sculpture Park, West Bretton, Wakefield, WF1 1LG
Benefits:	Free parking Staff discount in the shop and catering outlets