



LINCOLN'S INN

JOB DESCRIPTION

Job Title: Kitchen Porter

Department: Catering

Reporting to: Head Chef / Senior Chef on Duty / Head Kitchen Porter

Post Objectives

To assist in the cleaning of all kitchens and catering areas of Lincoln's Inn in accordance with the Inns Policies and agreed standard of hygiene, health & Safety; to assist in the basic food preparation and service as directed by the senior chef in charge; and assist receiving all Kitchen deliveries.

Main Duties

The following list of duties is indicative of the nature of the post.

- To clean and store all kitchen, catering and service equipment safely and securely in accordance with the Inns policies.
- To clean all dish & pot wash machinery thoroughly at the end of the shift or as required throughout the day.
- Remove all waste and clean bins as frequently as possible and in accordance with the cleaning schedules.
- Sweep and clean the floor as required throughout the day
- Transport food and equipment to the required service areas as directed by the head porter or senior chef on duty.
- Ensures all cleaning is carried out in accordance with cleaning schedule and the records are completed for your allocated area of work on a daily basis.
- Clean and polish the Inns silver as directed by the head porter.
- Ensure there is a continuous supply of sanitizer and paper towels at every work station and that all hand sinks have a supply of paper towel and soap.

Supervision, training and development of team

- To attend any relevant training course as required.
- Attend any meetings as required by management.
- To guide and supervise Agency Porters as required

Health, Safety and Hygiene

- Ensure COSHH and HACCP regulations are continuously endeared to highlighting any concerns to the Head Chef or management.
- Maintain a high standard of personal presentation at all times both physically and verbally.
- Ensure that all equipment is kept in good order and stored away safely and securely.
- Report any broken or faulty equipment to senior kitchen staff.
- Maintain a high standard of personal hygiene, and wear clean, pressed, correct uniform at all times and ensure this is reflected throughout the team.

Additional Information regarding the post

- The Inn has various kitchens on its estate. Due to business need you maybe asked to work in any of these areas and therefore duties will vary accordingly.
- The standard hours for this post are 40 per week including a one hour lunch break. Actual hours of work will be determined by the Head Chef in accordance with the business requirements.
- To be prepared to work flexibly and change work methods and shift patterns or sections to help ensure the smooth running of the kitchen.

This job description is a guideline only and not exhaustive. This is a working document that may be added to or amended at any time.

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PERSON SPECIFICATION

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Department: Catering

Knowledge / Skills Required

The following criteria will be used to shortlist applicants for interview.

- Experience of working within a kitchen environment at a similar level with customer focus and positive attitude.
- Ability to plan and manage the day to day cleaning of the kitchen and equipment, ensuring the highest standard of cleanliness and hygiene.
- Have an understanding of current Food Hygiene and Health and Safety practices.
- Highly motivated, able to use own initiative, have a can-do attitude and demonstrate honesty and integrity in everything you do.
- Experience of being responsible for own section, ensuring highest standard of cleaning and keeping work area tidy.
- Ability to work in a pressurised environment, managing deadlines
- Experience of working well in a team and developing productive relationships.
- Ability to work independently using effective planning and organisation skills.
- Able to work flexibly as required ensuring duties are carried out to the highest standard.
- Demonstrate honesty and integrity in everything you do.
- Good communication and interpersonal skills, written and verbal.
- Organising and planning of varying types of events.
- Excellent customer service skills.