

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Kitchen Porter
Grade:	1 (subject to Validation Panel)
Service:	Facilities, Assets & Housing
Service Area:	1891 Restaurant & Bar
Responsible to:	Head Chef
Job ID Number / Date Issued:	03306

Job Purpose

To support and assist the Kitchen Team with general catering duties to enable the preparation, delivery and service of meals. Maintain cleanliness of the kitchen, dining room and storeroom as and when directed; including equipment.

Principal Accountabilities and Responsibilities

- Support the Head Chef, Sous Chef and Assistant Chefs with general catering duties e.g. preparation of vegetables.
- Ensure all utensils; crockery and equipment are thoroughly washed.
- Maintain cleanliness of the kitchen and storerooms as directed.
- Undertake other reasonable management instructions.

Resources/Equipment/Material

Commercial washing equipment

Supervision/Management of People

n/a

Knowledge, Skills, Training and Experience

- Able to clean and tidy, taking pride in their work
- Ability to work as part of a team
- Punctual and reliable
- The ability to remain calm under pressure
- An awareness of health and safety issues

Special Working Conditions



Working shift pattern includes evenings and weekends.

Employment Checks/ Specific Requirements

2 References, Right to work in the UK evidence, pre-employment medical questionnaire, qualifications evidence

Vision/Context

The primary purpose of this post is to help with the smooth operation of the kitchen at 1891 Restaurant.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

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<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS		Other hospitality qualification	Application form / Interview
2. RELEVANT EXPERIENCE	Prior experience is not essential, however a willingness to learn on the job is essential	Experience of working in a kitchen	Application form / Interview / Assessment
3. JOB RELATED KNOWLEDGE & SKILLS	Able to work under pressure at times whilst remaining calm. Clean and tidy, taking pride in your work		Application form / Interview / Assessment
4. PERSONAL QUALITIES	Ability to work on own initiative and as part of a team Punctual and reliable		Application form / Interview / Assessment
5. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture	Fluent in Welsh language	Application form