



HEVER CASTLE  
GOLF & WELLBEING

## Job Description KITCHEN PORTER

<b>Reports to:</b>	The Head Chef
<b>Department:</b>	Food & Beverage (F&B)
<b>Hours:</b>	Casual
<b>Scope:</b>	Bar, Restaurant, Function Rooms, & Refreshment Hut
<b>Main Function:</b>	Responsible for all catering washing up and the general cleanliness and tidiness of the kitchen and back of house areas.

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### Overall Summary:

You will work under the guidance of the Head Chef and in his absence the Chef(s) on duty to assist in the smooth running of the kitchen. You will be assisting with washing up and the general cleanliness and tidiness of the kitchen and back of house areas.

Your ultimate aim is to help establish Hever Castle Golf Club as a venue with an outstanding reputation for its hospitality.

### Primary Responsibilities:

- You must attend work in correct uniform and arrive promptly for your shifts.
- Follow standard Health & Hygiene requirements as detailed by the Head Chef.
- Maintain a high standard in washing up, to cover crockery, cutlery and all kitchen equipment, as required, to ensure all food marks have been cleaned.
- Duties include sweeping and mopping of floors, to ensure any food and debris is cleaned away.
- Keeping the kitchen to a good standard of cleanliness, including the cleaning of filters and all other kitchen equipment.
- Keeping all 'back of house' areas to a good standard of cleanliness.
- Clearing away all rubbish and cardboard to the allocated disposal area.
- Completing the cleaning schedule on a daily basis.
- Cleaning and drying of all kitchen laundry.
- To attend to any other matters that the Head Chef requires assistance with.
- Comply with Hever Castle GC Personnel Policies and Procedures.

### Requirements:

- Good eye for detail in kitchen hygiene.
- Flexible with working hours; ability to work weekends is essential.
- Experience not essential as full training will be given.