



Kitchen Porter Job Description

The Pavilion is a busy Tearoom open 7 days a week from 9am serving fresh cooked-to order breakfasts, light lunches, tea, coffee, cakes and Afternoon Tea. We seat 120 inside our beautiful Victorian Glasshouse and can seat 100 outside in our Walled Garden.

Reports to: Manager/ Assistant Manager/ Supervisor

Duties and Responsibilities:

- Help maintain high levels of service and be responsible for the smooth running of the dish washing area using our Hobart double hood dishwasher
- To follow the cleaning schedules for the kitchen, to clean the section and other areas as directed and to complete daily clear down
- To ensure that all crockery and kitchen ware is cleaned and well maintained using chemicals appropriately including trays, cutlery and glass
- To report any maintenance issues to your Manager / Assistant Manager / Supervisor
- To comply with the conditions of the food hygiene policies
- To put away delivery's after Manager/ Assistant Manager / Supervisor has signed them off
- Ensure inside and outside bins and surrounding areas are kept clean, tidy & presentable
- To be flexible and willing to help other departments at busy times if required
- Communicate with other members of the team to ensure the smooth running of the section

Preferred Personal Traits and Skills

- He/She must maintain a calm demeanour during periods of high volume or unusual events to keep The Pavilion operating at a high standard and set a positive example for fellow employees.
- He/She must appear approachable, dress smartly and have excellent personal presentation skills as per The Pavilion guidelines
- He/She should be responsible, organised, hardworking and able to work cheerfully under pressure
- He/She should have excellent communication skills and be prepared to develop strong customer service skills
- He/She must be able to work in a team or during quiet parts of the day work individually and be responsible for preparation, serving, taking money and washing up
- He/She will have the ability to work to deadlines.
- He/She must be reliable, honest and trustworthy

This job description is a guideline only and is not exhaustive. You may be required to perform other duties which are not expressly listed but are in keeping with the general purpose of your role and we reserve the right to make changes to this job description as appropriate.

