

JOB DESCRIPTION FOR KITCHEN PORTER MAY 2024

A list of job duties associated with your job title is set out below. This job description is non-contractual, and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	Kitchen Porter
Band	B1
Team	Kitchen
Purpose of role	<p>To support the team in providing the day-to-day cleaning operations of the kitchen in each venue. To support the upholding of cleanliness and food safety practices, quality, production, customer satisfaction and maintaining standards. Food waste and correct process of recycling is adhered to along with ensuring the cleanliness of all outside storage & collection areas. To be a fully committed ambassador driving our six key company values and championing our people and planet philosophies</p> <p>As an Imago Team member you will ensure you follow our three golden rules at all times.</p> <ol style="list-style-type: none"> 1. Say hello to every guest and team member 2. Never walk past a bad standard 3. Never say no
Reports to	Head Kitchen Porter/Senior Chefs
Manages	N/A
Main duties	<ul style="list-style-type: none"> ● To follow and carry out the day to day cleaning checklist to ensure all standards are met in line with assured self-catering ● To input all relevant information into Logit ● Work closely with senior kitchen team to deliver on daily service in the kitchen as required by the business needs ● Support the upholding of food safety standards ensuring the team follow all policies and procedures in place to ensure team

	<p>members are fully compliant and that venues achieve 5-star EHO audits</p> <ul style="list-style-type: none"> • Deliver and protect the company's kitchen operational requirements whilst creating and maintaining a quality product • Other duties and responsibilities appropriate with the level of this post
People skills	<ul style="list-style-type: none"> • Honest and reliable • Positive outlook, flexible, and responsive to changing customer and team needs • Support problem solving to be able to deliver a perfect outcome with ever changing information and requests within the operation
Technical skills	<ul style="list-style-type: none"> • Experience working within a busy kitchen operation with multiple offerings
Qualifications & Experience	<ul style="list-style-type: none"> • Level 2 Food Hygiene

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)

Signature of Manager

Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)

Signature of employee

Date