



JOB PACK

Kitchen Porter

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Introduction

As Kitchen Porter, you will have responsibility for managing overall cleanliness of the kitchen. This will include compliance with all hygiene standards, fire and Health and Safety legislation.

Eden Court Theatre is open seven days a week and you will be expected to work five days out of seven including evenings and weekends.

The Kitchen Porter reports to the Head Chef and Sous Chef.

Eden Court is Scotland's largest multi-arts venue. Our building spans three centuries and you can find more information about us [here](#), and on our website.

What we are looking for

We do not expect a candidate to have experience of all the areas listed below, but preference will be given to candidates who can demonstrate experience in a number of the areas.

QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE

1. Previous experience of working in a busy kitchen environment
2. COSHH training – this will be provided if you haven't already received it
3. Basic Food Hygiene Certificate – training will be provided if necessary

PERSONAL QUALITIES

1. Ability to sustain a physically demanding role
2. Ability to work a part of a team
3. Ability to prioritise tasks
4. Good organisational and time management skills
5. A happy and patient disposition
6. Ability to work flexibly according to the changing demands and needs of the organisation

Job Description

GENERAL KITCHEN DUTIES

You will be responsible for supporting the kitchen team to run an organised and efficient service ensuring that the catering experience at Eden Court is the best possible. To ensure a smooth running operation at all times you will be required to carry out the following daily tasks:

- Ensuring general use areas of the kitchen are kept clean and free of debris/obstructions
- Working in a timely and organised fashion with regards to the running of the "Dish Wash Area" for crockery/cutlery and kitchen equipment
- To maintain Health, Safety, Hygiene and Food Safety standards specifically:
- Fridges and dry stores are clean
- Hygiene practices are maintained by monitoring the cleanliness of the kitchen
- To maintain COSHH regulations by ensuring correct use and storage of all chemicals used in the kitchen
- To be aware of fire safety in the kitchen and the theatre's evacuation procedure
- Reporting any maintenance issues to the Head/ Sous Chef or Catering Manager

DISH WASH AREA

You will work mainly in the Dish Wash area where you will need the ability to work calmly and efficiently under pressure. The work in this area mainly consists of:

- Washing crockery/cutlery, utensils and kitchen equipment either by hand or by the automatic dishwasher
- Storing clean items in the correct place throughout the kitchen
- Ensuring the specialist chemicals are stored and used correctly
- Using the washer/dryer to launder kitchen cloths on a daily basis

KITCHEN CLEANING

Every day the kitchen must be cleaned to a high standard in compliance with Health and Safety regulations. During your shift this will involve attending to spills or tidying debris to assist the kitchen team. In addition there are some daily tasks that must be done at the end of every service. These jobs include but are not limited to:

- Sweeping and mopping the kitchen floor
- Emptying bins when full and being aware of the company's recycling policies

- Alerting the chefs when more chemicals or cleaning items are required
- Checking and maintaining the external bin store at least once a day and ensuring the general waste and recycling bins are shut fully and tidy at the end of your shift.
- You will be expected to take part in routine deep cleaning as instructed by the Head/Sous Chef.

OTHER

As part of your duties you will also be expected to help with small amounts of food preparation, signing for, checking and storing deliveries as well as assisting chefs with small purchases of ingredients from local shops.

GENERAL

Any other duties requested by the Head Chef or Sous Chef which are reasonable requirements for the job of Kitchen Porter at Eden Court.

As a member of Eden Court staff you will be required to uphold certain key policies including Equal Opportunities, Customer Care and The Health and Safety Policy. You will also be expected to take your share of responsibility in the ongoing improvement of these policies and for contributing to the overall profile and reputation of Eden Court.

Employment Details

JOB TITLE	Kitchen Porter
SALARY	£17,290
HOURS OF WORK	35 hours per week
LOCATION	Eden Court Highlands, Bishops Road, Inverness, IV3 5SA
DEPARTMENT	Kitchen
LINE MANAGER	Head Chef
PENSION	Up to 6% Company contribution with the Peoples Pension
HOLIDAYS	28 days holiday from April to March plus 6 public holidays, rising to 33 days after 5 years service
OTHER BENEFITS	

- Complimentary and discounted tickets to events at Eden Court;
- Free soup 'homemade' daily by our Chef and 20% staff discount at Eden Court's Café/Bistro.
- Employee Assistance Programme, including a free confidential helpline offering legal advice and health support on a range of different issues
- Free parking

How to Apply

If you'd like to speak with someone about this role, please do get in touch with us via the email address below and we will find the time for a confidential chat.

Please apply in writing explaining, in a letter no more than two-sides of A4, your interest in the role and telling us why you believe you would be suitable.

Please also attach a recent CV and send to: jobs@eden-court.co.uk along with the following information:

- Name
- Address
- Phone number
- Your access requirements if invited to an online interview

Please also complete [this online Equalities Monitoring form.](#)

Application Timeline

DEADLINE: Tuesday 31 August 12pm

INTERVIEWS: Wednesday 1 Sept – Friday 3 Sept

START DATE: ASAP