



<b>Job Description</b>	
<b>Job Title</b>	Kitchen Porter
<b>Hours of Work</b>	Hours will be based on hours as required. You will be required to work outside normal office hours in the evening and weekends as well as match days, weddings and other business events as and when required to meet the demands and nature of the business.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Responsible to</b>	Head Chef
<b>Responsible for</b>	Working alongside the Head and Sous Chef and their team of staff to assist the continued development within the kitchen area to ultimately deliver a clean and safe working environment.
<b>Duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Carrying out basic food hygiene preparation tasks and helping the chefs get ready for service, preparing ingredients, peel, trim or wash food ready to be cooked, all under the supervision and guidance of the chef.</li> <li>• To assist in ensuring all fridges and freezers are kept in a clean and tidy.</li> <li>• Practicing and adhering to exceptional standards of food hygiene and that kitchen uniform is always worn and kept to high standard of cleanliness</li> <li>• Taking direction from the Chefs and also supporting other kitchen staff throughout each day</li> <li>• Cleaning and maintaining the kitchen and holding kitchen to excellent standards at all times, including washing kitchen appliances, work surfaces, walls, tiles and floors as required together with any other duties within the clubs cleaning schedule</li> <li>• To be mindful of wet floors, making sure that warning signs are used and clearly visible</li> <li>• Preparation of the planned duty area including clearing, cleaning and resetting tables and undertake any necessary vacuuming</li> <li>• Carry out any other reasonable duties within the overall function of the job as required by the Head and Sous Chef and their team</li> <li>• At all times adhere to high standards in relation to Health &amp; Safety upholding the company policy in this respect</li> <li>• Where required cover other duties to support the smooth running of the club.</li> </ul>





	<ul style="list-style-type: none"> <li>To ensure all washed equipment, crockery and cutlery is returned to the correct place in the storage room.</li> </ul> <p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation</p> <p>All employees may be required to undertake any other duties as may be reasonably requested.</p> <p><u>Equality &amp; Safeguarding</u></p> <p>Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage &amp; civil Partnership, Pregnancy &amp; Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the utmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority</p>	
<b>Qualifications:</b>	GCSE's Graded C & above	Desirable
<b>Experience:</b>	No experience required, full training will be given but an advantage	
<b>Skills &amp; Knowledge:</b>	Strong sense of responsibility with good communication skills	Essential
	Pride in delivering an excellent service	Essential
<b>Qualities:</b>	Willingness to work as a team and help others to achieve goals	Essential
	Ability to work within a fast paced environment	Essential
	Possess a 'can do' attitude Flexible approach to meet the nature and demands of the business	Essential
	High standard of cleanliness and hygiene	Essential

