

JOB DESCRIPTION

Post: Kitchen Porter
Department: Tate Eats
Reporting to: Head Chef, duty Sous Chef
Responsible for: Junior chefs

The Company: *Tate Eats is a wholly owned subsidiary of Tate. Our activities vary from providing a restorative cup of tea to a weary visitor, right the way through to catering for special events being held by Tate's corporate sponsors.*

Our aim is to be the market-leading caterer within the arts and to consistently provide outstanding food, drink and service at the four Tate sites and the other sites within our business.

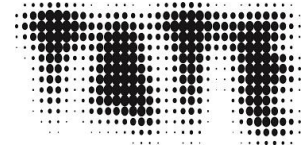


Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme

Purpose of the Job: As a support role, the Kitchen Porter performs tasks as required by the duty Sous Chef that assist with the daily kitchen operations. Kitchen Porters work in different areas of the kitchen to ensure that hygiene regulations are adhered to and the correct crockery and equipment is available at all times.

Main Duties and responsibilities:

- Ensure that the kitchen is kept clean and tidy, pots and pans are cleaned, maintained and ready for the Chefs' use
- Ensure the correct hygiene, safety and cleanliness are maintained throughout the day, to company standards
- Use the correct chemicals on the correct surfaces and appliances to maintain the cleanliness of the kitchen, according to COSHH regulations
- Washing up of all the pots and pans and other equipment used in the kitchen
- Ensure the cleaning schedule is carried out correctly



- Adhere to the safe use of the kitchen, equipment and environment under the Health and Safety at work acts, food hygiene and other relevant regulations and company procedures
- Ensure by good housekeeping, all work areas of the kitchen, dry stores and refrigeration are maintained in a safe, clean and hygienic condition at all times
- Carry out a weekly deep cleaning rota to ensure that the kitchen complies with all health and safety regulations.
- Confirm with the duty Sous chef, Chef de Partie or Senior Chef de Partie what duties are required at the start of the shift or as appropriate
- Confirm any special requirements or work tasks are required by that section from briefings
- Liaise and co-operate effectively with all members of kitchen brigade in relation to the provision of clean crockery and equipment
- Report problems relating to the smooth operation of section to the Chef de Partie or duty Sous Chef immediately
- Report all accidents and defects in kitchen equipment to the Head Chef or Duty Sous Chef
- Work as required by the operational demands of the business

The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information on a daily basis, in conjunction with the Senior Head Chef and Supervising Chef.

Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy aims to improve diversity at Tate through a process of organisational change and to make diversity part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity as part of their role

Person Specification

Essential:

- Fluent in both spoken and written English
- Able to demonstrate an ability to follow instructions well, and a willingness to 'get stuck in'
- An appreciation of health & safety, food hygiene and COSHH regulations and policies
- Work to the highest hygiene standards



The Disability Confident Scheme

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- Ability to complete tasks efficiently and effectively
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues,
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Ability to multi-task and work well under pressure of service
- Flexible with working hours, available to work early mornings, late nights and weekends, on a rota basis
- Prompt, punctual, and reliable
- Positive and proactive, willing to work where and as required by the operational demands of the business

Desirable:

- Previous experience within a kitchen environment

Key Competencies

- Is passionate about own contribution to Tate
- Gets the detail right
- Maintains performance under pressure
- Draws on others' expertise
- Communicates clearly
- Promotes Tate's Dignity and Respect policy in all their activities
- Identifies actions to take in resolving issues
- Identifies opportunities for improvements in own area
- Open to feedback from others



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