



JOB DESCRIPTION

JOB TITLE	Kitchen Porter
REPORTS TO	Executive Head Chef
PURPOSE OF THE JOB To ensure hygiene of kitchen to the standards set out by the Company and in accordance with the Department of Health requirements.	
MAIN RESPONSIBILITIES To report for duty on time and in full uniform as required To implement hygiene standards as set out by the Company and in accordance with the Department of Health requirements To clean and store crockery, cutlery pots, pans etc to the high standards set out by the company To clean all kitchen equipment including but not exclusively dishwasher, tables, sinks, shelves, ovens, fridges, coffee machines To clean and maintain floor and wall surfaces in kitchens wash up areas and corridors and stairs to the standards set out by the company To operate waste management in kitchens, wash up areas and external areas, including ensuring bins are emptied, changed and cleaned as required To clean areas of staff facilities e.g. locker room, staff restaurant as required To ensure a high standard of personal hygiene and grooming To observe company safety policy and procedures To carry out fire drills To report accidents to management To attend all training courses as required by management To carry out other reasonable requests by management	
CONTACTS	Head Chef, Kitchen Staff and other staff as required
FISCAL RESPONSIBILITY	N/A
PEOPLE RESPONSIBILITY	N/A
CIRCUMSTANCES	Reasonable extra hours as required Various shifts as outlined by Management

Signed on behalf of the Glenview Hotel:

Executive Head Chef

Date: _____

I acknowledge receipt of this job description. I have read the document and understand and agree its content.

Signed: _____

Date: _____