

Kitchen Porter

SOUTHEND THEATRES

Job Description
Person Specification

January 2019

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Southend Theatres provides a stunning range of live entertainment, theatre and dining in our two venues, the **Cliffs Pavilion** and the **Palace Theatre**, in the heart of Southend-on-Sea.

The Cliffs Pavilion is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

The Palace Theatre, which opened in 1912, is a delightful Edwardian theatre retaining many features from its music hall origins, and includes The Dixon Studio located on the first floor. The studio is regularly used for a range of small-scale presentations including both amateur and professional productions, stand-up comedians and children's theatre.

Employment type: Casual

Salary: £7.38-£7.83 per hour

Hours: Hours are offered on a casual basis and will include evening, weekend and Bank Holiday working.

Work location: You will be based at Southend Theatres Ltd. and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: To assist the kitchen team as instructed in the provision of kitchen cleaning, washing up and food preparation for the restaurant, bar, and functions areas in accordance with Health, Hygiene and Safety Regulations.

Our ideal candidate: Good time keeping and reliability is essential, as is the ability to follow instructions and carry out delegated tasks accurately, effectively and within given timeframes. Previous basic food handling experience in a large scale catering operation is desirable, as is a Food Hygiene certificate.

For an informal discussion contact: Ross MacDonald, Head Chef
rossm@southendtheatres.org.uk

How to apply: Send your CV and a covering letter to rossm@southendtheatres.org.uk. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to the Head Chef.

KEY ACCOUNTABILITIES

Health and Safety

- Responsible for the safe operation of the dishwasher and the porter area.
- Responsible for the efficient and safe storage of all clean crockery on the trolleys and in store rooms.
- Ensure cleanliness of all food storage, refrigeration and preparation areas in conjunction with the kitchen cleaning rota and health and safety regulations.
- To participate in the HACCAP procedure according to the company's Food Safety Management Document. To maintain the correct use of the KRB including Cleaning Rota and Closing Down procedures

Food Production

- In liaison with the Head Chef - to be responsible for basic food production for all areas.
- Responsible for correct storage of food prepared in allocated refrigeration areas, to include covering, labelling the produce and stock rotation.

Training and Development

- Undertake training and development relevant to the successful execution of the job role.

OTHER DUTIES AND RESPONSIBILITIES

- The post holder with carry out any other duties as appropriate to the post and as requested by the Hospitality Manager and Chef.
- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend meetings as required.
- This job description is current at commencement of employment. In consultation with you, it is liable to variation by management to reflect or anticipate changes in, or to the job.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

ESSENTIAL

Able to work efficiently as part of the team	
Able to follow instructions and carry out delegated tasks accurately, effectively and within given timeframes	
Able to demonstrate reliability and good time keeping	
Flexible attitude	

DESIRABLE

Previous food preparation / food handling experience	
Food Hygiene Certificate	
Experience in contract catering in a busy large scale operation	

PERSONAL

The role includes lone and assisted lifting tasks	
Prepared to conform to dress code	
Able to carry out regular lone and assisted lifting tasks	
Able to work evenings, weekends and bank holidays as required to meet our service requirements	