

MGC JOB DESCRIPTION

Job Title	Kitchen Porter
Section	Bar & Catering
Reports to	Head Chef
Directly supervises	N/A
Indirectly supervises	N/A
Location	New Course and Old Course when required
Salary	£7.36-£10.42 (age dependant)
Hours of work	
Created (date)	February 2024

Main Purpose of Job

Minchinhampton Golf Club has over 130 years of history and three outstanding golf courses. It has an excellent reputation not only for its courses, but also for its food, customer service and attention to detail for Members and Visitors.

The Kitchen Porter position will ensure that the cleanliness of the catering areas (including the refuse areas) are kept in a clean and tidy state in accordance to the Club's set standards.

Key Responsibilities

- To be actively involved in all areas of the catering Department to ensure that the hygiene levels are of a consistently high standard.
- To comply with all legislation and hold current certification covering the Basic Food Safety Awareness (Citation). It is expected that a 5 Star rating is achieved and maintained
- With training, develop a good understanding and knowledge to ensure the correct use of cleaning chemicals. Adhere to COSHH regulations when using chemicals provided.
- To keep your line manager apprised of any problems within the Kitchen. These would include Health & Safety, equipment, and any other areas connected with the Kitchen organisation.
- To take delivery of food/cleaning stock, checking the order and verifying with a signature.
- To ensure all deliveries are stored in the correct manner and place, ensuring stock is rotated.
- To attend any necessary training sessions or meetings. Regular training will be required using the Citation Platform to be completed within a reasonable time frame.
- To assist the chefs/assistants in fetching and carrying items that are required.
- To make sure that Club policies, the Customer Service Charter, and departmental objectives are followed and always utilised.
- To be fully aware of and adhere to the Club's Fire Safety Procedures and Health & Safety regulations
- Equipment cleaning and frequency is laid down in the 'Cleaning folder', this must be adhered to. Ensure that the checklists are filled in correctly, according to the Clubs standard operating procedure.
- Ensure all crockery, cutlery, pots and pans are cleaned in a timely manner using both the dishwasher and handwashing facilities as required
- It is expected that the catering areas are kept clean and tidy, and all fire escapes routes are always kept clear.

- The correct disposal of rubbish, either by recycling or disposing in the general waste must be adhered to
- The refuse/recycling areas to be sanitised and tidied at regular intervals.
- End of day clean down, ensure that there is no rubbish left in the kitchen, all cardboard boxes to taken to the refuse area, the dishwasher and sinks are left clean and tidy, the floor must be swept and moped with the mop bucket emptied.

This job description is not all inclusive and is intended as an outline of the responsibilities and requirements of the role. The role and duties will evolve as the development expands and other duties may be required to meet the on-going needs of the company.

Requirements for the Role

- The ideal candidate will have similar experience of working in the food and drinks industry
- Being proactive, highly organised, approachable and passionate
- Ability to cope under pressure, in a calm and efficient manner
- Ability to multitask and work in a busy, fast paced and dynamic environment
- Ability to take initiative and a practical approach to problem solving
- Positive and flexible approach to work (weekend, evening and night-time work will be required)
- Immaculate personal presentation and excellent interpersonal skills