



CHELMSFORD CITY RACECOURSE

JOB DESCRIPTION

JOB TITLE:	Kitchen & C&B Porter	DEPARTMENT:	Catering
REPORTING TO:	Sous Chef / Deputy Catering Manager	LOCATION:	Chelmsford City Racecourse

JOB SUMMARY

Chelmsford City Racecourse are looking for contracted (40hrs p/w) Kitchen/Conference & Banqueting Porters to work within our Catering department. As a member of the Team, you will be responsible for maintaining high levels of cleanliness within the kitchens, setting up and breaking down conference rooms as requested and carrying out tasks as reasonably requested of you by your Line Manager. We are looking for someone who will have the patience, personality and perseverance to thrive in this role. This would suit someone who ideally wants to progress through the kitchen ranks as the Company are keen to promote from within.

KEY ACCOUNTABILITIES

- Clean crockery, cutlery and kitchen equipment before, during and after service
- Ensure the equipment / machinery you use is maintained to a high standard at all times
- Undertake basic food preparation work as requested by the Sous or Head Chef
- Clean & sterilise counter tops, walls, sinks and cooking equipment as per the Kitchen cleaning schedule
- Maintaining food storage areas such as fridges and freezers
- Assisting the Chefs with goods received, storing them correctly as per Hygiene Regulations
- Removing kitchen waste correctly as per our recycling policy
- Break down and set up conference & banqueting rooms as per the Function Sheets
- Assist in moving stock across site as and when requested by your line manager
- Ensure any kitchen linen used is bagged correctly and stored ready for weekly collection
- Check your working area for any potential H&S issues and report them to your Line Manager
- Follow all relevant health department regulations
- Assisting the Bars Manager in allocating and moving beverage stock to the various outlets across the site if requested
- Adhere to all COSHH/HACCP & Health & Safety guidance as per the Company H&S manual
- Report any near misses/hazards to your line manager immediately



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PERSON SPECIFICATION

EXPERIENCE/SKILLS

- Experience of working within a team
- Ability to work under pressure
- High level of personal integrity
- Excellent verbal communication skills
- Must have the physical abilities to carry out the functions of the job description
- Endurance to stand and walk for long hours
- Excellent coordination skills.
- Personal Food Hygiene Certificate advantageous but not essential as we can provide training

PERSONAL CHARACTERISTICS

- High Energy
- Positive Attitude
- Adaptability
- Commitment to always produce good working standards
- Excellent time keeping skills
- Polite and courteous at all times
- Good standards of communication and personal appearance

TRAINING AND DEVELOPMENT

Full training will be given to the post holder to help them fulfil their duties. Great Leighs Estates Limited is committed to promoting an environment of training, learning and continuous professional development for all employees. We recognise that this is essential to providing a high-quality service which meets the needs and expectations of our clients, stakeholders and staff alike.



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HEALTH AND SAFETY

As an employee of Great Leighs Estates Limited, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation.

DATA PROTECTION

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description.

Name of Post holder

Signature

Date