



Wivenhoe House Hotel - Job Pack
Kitchen Porter

Wivenhoe House is a beautiful 18th Century four-star hotel, near to the pretty quayside village of Wivenhoe, and minutes from Britain's oldest recorded town, Colchester. The hotel not only offers luxury, overnight accommodation, but also accommodates, weddings, conferences, private parties and more. Wivenhoe House runs popular hotel events and has a thriving brasserie bar & restaurant which includes a 110 cover modern restaurant and 120 cover banqueting facilities. It is also home to the Edge Hotel School where we play a part in the training of future hospitality and events management students as they undertake their degree studies.

The hotel is currently recruiting for a Kitchen Porter to join our busy kitchen brigade. The successful candidates will be part of a team of chefs working with students of the Edge Hotel School. You will be responsible for general kitchen duties, cleaning catering areas, crockery and equipment, accepting deliveries. The successful candidates will ideally have previous portering and cleaning experience and must have a flexible approach to work.

The role includes manual handling and lifting heavy items. This role is shift based on a notional 40 hours per week (worked 5 days over 7) and includes some late finishes and weekend work.

Job Description

Job Title & Grade	Kitchen Porter, Band 2
Contract:	Permanent, Full Time
Hours:	40 hours per week (to be worked flexibly over 5 days from 7 to include evenings and weekends)
Salary:	£25,031 per annum
Department/Section:	Wivenhoe House, Kitchen
Responsible to:	Head Chef
Reports on a day to day basis to:	Head Chef
Responsible for:	N/A
Purpose of job?	To support the Head Chef and the kitchen brigade by providing a clean and tidy environment whilst working to the agreed standards.



Duties of the Post

The main duties of the post will include:

1. Operating dishwasher, and hand washing small equipment, crockery and other items
2. Cleaning catering areas and equipment
3. Manual duties including lifting heavy goods, and disposing of rubbish
4. Accepting, checking and storing of deliveries
5. Complying with health and safety legislation and requirements
6. Maintain the standards expected at Wivenhoe House
7. Coaching and mentoring students from Edge Hotel School to ensure they get the most out of their time in the hotel
8. Any other duties as may be assigned from time to time by the Head of Department or their nominee

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

April 2024

Person Specification

Job Title:	Kitchen Porter
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Qualifications/Training

	Essential	Desirable
Have a level of English and Maths sufficient to understand written instructions and accept/check in deliveries	X	
Food handlers basic certificate		X

Experience/Knowledge

	Essential	Desirable
Previous catering experience preferably within high quality restaurants		X
Knowledge of professional kitchen equipment		X
Previous experience of portering and cleaning work	X	



Skills/Abilities

	Essential	Desirable
Good time management skills	X	
Ability to organise and prioritise	X	
Attention to detail	X	
Flexible approach to work	X	
Ability to work in a team environment	X	
Ability to effectively respond to instructions and liaise with the Chefs in the kitchen	X	
Basic reading and writing skills	X	
Passion for excellence in customer service	X	

Other

	Essential	Desirable
Ability to meet the requirements of UK 'right to work' legislation	X	
Meet the food handlers health clearance requirements	X	
Be able to undertake the manual aspect of the post, some of which will require physical effort	X	

Reviewed October 2021