



JOB DESCRIPTION

Position: HOTEL KITCHEN ASSISTANT / NIGHT PORTER
Location: Within the overseas programme as stated in your covering letter
Reports to: Hotel Line Manager

As Hotel Kitchen Assistant / Night Porter you will assist the Hotel Head Chef with all aspects of operating the hotel kitchen, ensuring that the standards of cleanliness and quality of catering are maintained. In addition, you will be responsible for the running of reception during the night and food preparation / cleaning duties as instructed by the management. You will work on a shift rotation with other Kitchen Assistant/ Night Porters.

Your responsibilities and duties:

Kitchen Assistant Duties

Kitchen Operations

- Maintain the highest standard of cleanliness, ensuring that the kitchen and store areas are always clean and tidy.
- Adhere to company guidelines and procedure regarding cleaning standards and presentation.
- Wash up after each service, ensuring that all equipment, crockery and cutlery are cleaned, dried and stored appropriately.
- Prepare kitchen laundry for collection and assist with new deliveries, mid-week and on 'change-over' day.
- Ensure that all rubbish is disposed of after every service in the correct manner.
- Perform a deep clean on 'change-over' day in preparation for new guests.
- Report any maintenance issue to the Hotel Manager.
- Assist with an accurate and thorough stock take on a weekly basis, ensuring that stock is rotated in the storage areas.
- Assist in any other hotel administration when required.
- Assist with the necessary weekly Health & Safety, Hygiene, Food Samples and Fire Checks.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.

Delivery & Stock Control

- Assist with all deliveries for the hotel.
- Assist with the cross-checking of all deliveries with the orders and liaise with the supplier regarding missing or over-delivered items.

Guest Relations

- Ensure that your guests know you and are able to seek your assistance with anything they may require.
- Deal with any problems or issues quickly and effectively.
- Keep intrusion by noise, music or other staff to a minimum at all times.

Night Porter Duties

- Maintain a high standard of cleanliness through out the night, ensuring that the reception and communal areas are clean and tidy.
- Complete nightly security, safety and fire checks and provide the Hotel Manager with the relevant paper work.
- Manage reception throughout the night, dealing with any guest problems that may arise.
- Ensure that all fire exits and public access area remain clear.
- Supervise the evacuation of guests in an emergency.
- Complete maintenance reports for any problems that may have arisen during the night.
- Assist with any other duties as allocated by the Hotel Manager or Head Chef.

**Post-Season**

- Assist with the cleaning and close down of the hotel.
- Assist with the production of detailed inventories of all areas of the hotel and cross reference with those completed pre-season, detailing any breakages or damage.
- Ensure that all company property is correctly packed and stored.
- Assist with the inventory and cleaning of all kitchen staff uniform.

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