

Work a Season

Mountain House | Station Road | Godalming | Surrey | GU7 1EX

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JOB DESCRIPTION

Position: Kitchen Assistant/ Night Porter
Location: Within the overseas programme as stated in your covering letter
Reports to: Hotel Head Chef/Head KP/ Hotel Manager

As Kitchen Assistant/Night Porter you will assist the Hotel Head Chef, with all aspects of operating the hotel kitchen, ensuring that the standards and quality of catering, safety and cleanliness are maintained. If you wish to progress make this known to management so that they can assist you in doing so.

Your responsibilities and duties:

- Encourage a good team and working environment by working with the kitchen team at the end of shift until the kitchen is clean and tidy.
- Work quickly and cleanly and follow the rota provided by management.
- Assist with the cleaning, preparation and closedown of the hotel kitchen.
- Adhere to company guidelines and procedure regarding cleaning standards and presentation.
- Maintain a high standard of cleanliness and ensure that the kitchen and store areas are always clean, tidy and complies with our legal obligations.
- Assists with the washing up after each service, ensuring that all equipment, crockery and cutlery are cleaned appropriately.
- Report any maintenance issue to the Hotel Manager/Line Manager.
- Maintain your uniform to company standard throughout the season.
- Adhere to and assist with the implementation of health and safety procedures.
- Assist with the preparation of meals in accordance with the company's set menu, following the guidelines and policies regarding food service and preparation, working within Health and Food Hygiene regulations at all times under the direction of the Head and/or Sous Chef.
- Assist the head chef as requested with additional paperwork/ administration.
- Complete the necessary weekly Health & Safety, Hygiene, Food Samples and Fire Checks as requested.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.
- Assist with catering deliveries when required cross-checking deliveries with the orders and quality, reject any sub-standard items.
- Deal with any guest and catering issues as quickly and as effectively as possible.
- Assist with any other duties as requested by your Hotel Manager or other senior staff.
- Attend weekly staff meetings.