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| Une image contenant personne, animal, homme, poisson  Description générée automatiquement   **Kitchen Porter**LEADER   |

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| **Position Overview** |
| To assist the kitchen brigade in ensuring that all kitchen areas are kept clean and tidy at all times. Ensure that all F&B outlets are provided with clean and sanitised operating equipment. To utilise food-handling techniques which are in line with current Health and Hygiene regulations |
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| **Main responsibilities** |
| **Duties*** Ensure all kitchens are kept clean and tidy according to current Health & Hygiene regulations.
* To count, sort and prepare operating equipment as required.
* Ensure correct handling of chemicals and equipment as per manufacturer’s instructions.
* Ensure all operating equipment, crockery, cutlery & glassware is hygienically cleaned and safely stored.
* Follow the regular cleaning rosters and standard methods for deep cleaning of floors, walls, coolers, oven’s & operating equipment.
* To contribute to cost control through energy conservation and the careful use of water, cleaning materials and other appliances
* Ensure garbage is collected and disposed of correctly from all kitchen areas each shift.
* Utilise safe and hygienic methods for the removal of dry and wet waste.
* Any other reasonable request as required by your Supervisor or Hotel Management.
* Helps receive deliveries and tidies food items according to storage guidelines.
* Cleans and tidies the workplace and employee’s dining room following the supervisor's instructions.
* Loading bay duties – tiding, cleaning and receiving deliveries.

**Health & Safety*** Actively participate in safe work practices and procedures in the workplace, use equipment safely.
* Fully understand departmental fire, evacuation and emergency procedures.
* Report/ record all accidents/incidents on the appropriate workplace register and support injured employee rehabilitation.
* Report any health or safety hazards to your Supervisor.
* Wear protective clothing and equipment provided, including industry approved footwear and head covering.
* Actively participate in Accor hotel environmental initiatives.
* Report all broken or damaged equipment to a Supervisor.

**Customer Service*** Take a positive problem solving approach with guest problems and concerns, call the Manager on Duty if difficulties arise.
* Actively promote, hotel facilities and services.
* Implement the Accor customer service vision to ‘offer the best service to our customers’.

**General Duties*** Follow the standards and performance outlined during training and in the departmental service procedures manual. Complete all tasks within the shift to these standards.
* Suggest any improvements that could be made to existing services or procedures.
* Attend training programmes and meetings as directed to constantly improve skills and knowledge.
* Follow the expectations and guidelines in the Accor Employee Handbooks/Hotel Fact-sheets.
* Do not divulge Hotel or guest information either during or after employment with the hotel/ Accor.
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| **Special Note** |
| During the course of duty you will have access to certain information, which demands the utmost confidentiality. Discretion must be exercised at all times.Your responsibilities are included but not limited to this job description as this has been drafted as a guide to the purpose and main duties of the role as it currently exists. The hotel relies on the flexibility of its staff to ensure the continuity of the high standards currently being achieved.  It is not intended as a wholly comprehensive or permanent schedule of duties and it does not form part of the contract of employment.  The Company reserves the right to amend this job description from time to time to accommodate the requirements of the business and the evolving nature of the role.***By signing this document, the employee confirms his or her knowledge of the content*****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |