

# Kitchen Porter

Job Description  
Person Specification

June 2021

**HQ Theatres** is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

**The Orchard Theatre** is one of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

**The Orchard Theatre** has established itself as one of the South East's premier theatre venues. Designed to be a flexible performance and events space, the venue can stage anything from large West End musicals to hospitality and cabaret events using the flat floor configuration. The theatre offers first class hospitality, including The Restaurant which is popular for pre-show dining where it offers a great ambience, delicious food and a welcoming team.

- Employment type:** Full Time
- Salary:** c. £18,532.80 p.a. dependent on experience, ability and potential.
- Hours:** 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at The Orchard Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** The Kitchen Porter will provide support to the Head Chef and team in the general running of the kitchen at The Orchard Theatre, Dartford. Service from the kitchen includes (but is not limited to) a 60 cover Restaurant, hot bar snacks, sandwiches, buffets, 250+ cover events and private functions
- Our ideal candidate:** As part of the kitchen team you will be working to maintain high standards of cleanliness and food hygiene whilst assisting with the preparation of food.
- For an informal discussion contact:** Tal Rosen, Hospitality General Manager  
01322 220099 or [trosen@orchardtheatre.co.uk](mailto:trosen@orchardtheatre.co.uk)
- Closing date:** Friday 30<sup>th</sup> July, 2021
- How to apply:** Send your CV and a covering letter to [trosen@orchardtheatre.co.uk](mailto:trosen@orchardtheatre.co.uk). Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

**REPORTING**

You will report directly to Head Chef.

**KEY ACCOUNTABILITIES**

- Adherence to all Orchard Theatre procedures and policies, including, but not limited to, food hygiene standards, uniform and personal cleanliness and conduct;
- Receiving and storing of deliveries, stock rotation, in line with procedures;
- Provide assistance with regular stock counts where required;
- Washing up of equipment/crockery/cutlery as required. Cleaning and tidying of all areas relating to the post. Involvement in deep-cleaning of said areas, as and when required;
- Basic food preparation as directed by the Head Chef. Including chopping/peeling etc. Cooking and plating up of dishes during service time, to the high standards of presentation required;
- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others.
- Other related duties as may from time to time be reasonably required by the Head Chef or Deputy General Manager.

**Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

**Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

**PERSON SPECIFICATION**

- Enthusiasm and passion for the preparation of fresh food;
- A can-do attitude;
- Experience in food preparation / working in kitchens;
- The ability to perform well as part of a team;
- Literacy, computer literacy and numeracy as appropriate to the requirements of the Post;
- Ability to respond flexibly to changing business needs and demands, and to work calmly and effectively under pressure;
- Ability and willingness to work not only during the weekday daytimes, but also, as required within the kitchen rota, in the evenings, at weekends, and on Bank Holidays.