

Kitchen Porter

The Honourable Society of the Middle Temple - City of London

Salary £21,945 plus excellent benefits

Permanent

The Honourable Society of the Middle Temple is seeking an experienced and established Kitchen Porter to join its Events department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

The Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in its Hall. The department is also responsible for the delivery of the catering requirements for qualifying sessions and various external client events.

You will work closely with the Inn's Back of House Manager and existing Events team to deliver the highest quality service to our members and guests including the preparation and delivery of all meal requirements for lunch and evening and weekend events.

Experience in a high volume, high quality establishment such as a 4 or 5 star hotel, corporate contract catering or a members club is essential with experience in a heritage organisation ideal. You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels and capable of working independently and within a team to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to **Migena Toci** at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Thursday 14 February 2019**.

JOB DESCRIPTION

Job Title:	Kitchen Porter
Department:	Kitchen
Reporting to:	Back of House Manager
Tenure:	Permanent
Line manages:	There is currently no line management responsibility.
Location:	Middle Temple Hall– London – EC4Y 9AT
Job Purpose:	The task of the Kitchen Porter is to assist the kitchen and events teams in the preparation and delivery of all meal requirements while maintaining the kitchen in a safe, hygienic environment in which to work.

About the Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers. The Inn holds numerous events and functions thorough the year and is available for private hire.

About the Events Department

The Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in its Hall. The department is also responsible for the delivery of the catering requirements for private and internal events.

The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

Duties expected

1. To assist with carrying out regular inventories of all equipment used by the kitchen porters
2. Operate dishwashing and pot washing machines safely and as per instruction
3. Safe usage of approved cleaning chemicals
4. Ensure that all the kitchen areas are cleaned and maintained to the standards as instructed in the Cleaning Schedules



5. Prepare and clean all equipment needed for the successful running of events
6. Ensure that all rubbish is disposed of according to the guidelines of the Inn
7. To report any item of equipment that requires maintenance or repair to the Back of House Manager
8. To ensure that all equipment is not stored in such a way that it compromises the Inns safety or security
9. Assist in unpacking and storage of deliveries in a timely manner to ensure quality of products are maintained and to report any defects or missing items
10. Basic food preparation such as peeling and chopping vegetables safely and to specific requirements
11. To ensure that all stock is stored in a manner that ensures their safety and security
12. To comply with any other reasonable request made by the Chefs, Events Manager, Events Supervisor and Food Services Manager
13. To assist the Back of House Manager in ensuring that the Hall Buffet is fully stocked before the commencement of service with all necessary food items and condiments and maintained during service
14. To be aware of the laws concerning the handling of foodstuffs and allergens and to implement these laws and the departmental policy on food hygiene at all times

	Essential	Desirable
Qualifications		COSHH, manual handling, food safety certification
Background /Experience	<p>A minimum of 1 years' experience in a kitchen environment.</p> <p>Experience in a high volume, high quality establishment such as a high-end hotel, members club or similar.</p> <p>Thorough knowledge of creating excellent customer experiences with the ability to make this happen for each and every event.</p> <p>A good knowledge of current trends in the Events industry.</p>	Previous experience in a Unique Venue of London/4 or 5 star hotel
Skills	<p>Customer focused with an attention to fine details.</p> <p>Ability to spot problems and troubleshoot quickly and efficiently.</p> <p>Strong communication skills, written and verbal.</p>	



	Ability to work under considerable pressure and work to immovable deadlines.	
Personal Qualities	<p>Highly customer service-orientated and delivery focused.</p> <p>Ability to deal with people at all levels of the business as well as VIP customers.</p> <p>Methodical and highly organised.</p> <p>Calm under pressure, patient and measured.</p> <p>Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels.</p> <p>Able to win trust and respect of colleagues.</p> <p>Ability to work irregular hours and weekends as the job demands.</p>	

Important

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.