

Job Title: Kitchen Porter

Job Ref: 980

Location: Fairthorne Manor

Salary: £14,625 to £16,009.50 (pro rata)

Hours: 32.5 hours per week

Holiday: 25 days per annum (FTE), increasing with length of service

Organisational Context

YMCA Fairthorne Group is a community-based charity with a serious ambition to grow our already successful social enterprise model. Our purpose allows people the opportunity to lead happy, healthy lives. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes**.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues. Our programmes include 13 early years settings, Daycamps, community activities and housing for young people.

Fairthorne Manor

Fairthorne Manor, part of the Fairthorne Group, delivers outdoor education and environmental programmes to over 15,000 children and young people each year on both a residential and day basis. The programme consists of a wide range of activities, including amongst others canoeing, climbing, archery and orienteering. In addition, Fairthorne Manor has a very successful day nursery and development training courses for adults. Fairthorne Manor delivers services and programmes 7 days of the week throughout most of the year.

Our Catering team provide a supportive environment in which individuals can thrive. The kitchen is often extremely busy, but that doesn't effect the fun, energetic atmosphere the team have created.

Job Purpose

To ensure the customers enjoy their meals by preparing the dining environment; to assist the duty chef/ cook in serving meals if required; to wash-up and to maintain the cleanliness of the kitchen and service areas.

Duties and Responsibilities

- To ensure each table is clean, has the right equipment and the dining area has a welcoming environment.
- To ensure all washing-up is done promptly and according to the training provided.
- To put the deliveries away in the various stores according to the stock control measures.
- To follow the cleaning schedule and standards as described in the training manual. This includes the following: walls (up to 2m in height) floors, fixtures & fittings, equipment, pots, pans, cutlery, crockery, glassware, dishwasher machine etc.
- To ensure a high standard of personal hygiene, cleanliness and neatness. To comply with statutory hygiene regulations in the handling and storage of food & beverages.
- To act in the interests of your own safety & the safety of others at all times
- Anything else reasonably requested by the management of the organisation
- To follow YMCA Fairthorne Group's Safe Guarding, Child Protection and Safer Working practice policies at all times. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management.

Person Specification & Key Competencies

Qualifications/Experience

Essential:

- Knowledge of health and safety
- Knowledge of food hygiene (training can be provided)

Desirable:

- Experience working in a busy kitchen

Skills / Abilities

- Sympathetic to the aims and purposes of the YMCA
- Ability to work as part of a team
- Ability to work in a fast moving and changeable environment
- Work using your own initiative
- Ability to work to tight deadlines
- Relate positively to customers (many of whom are children) and staff

For more information about our wider services please visit our website at www.ymca-fg.org If you have any other questions, please do not hesitate to email recruitment@ymca-fg.org or call 02382 145463.

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