

## **JOB DESCRIPTION**

1. **POSITION:** Kitchen Porter / Wash Up Operative
2. **HOURS AND SHIFTS:**  
Variable but including the following:  
Breakfast 8.30am ~ 11.30am, Lunch 11.30 ~ 3.00pm, Evening 7 ~ Finish,  
Kitchen Shifts 8.30am ~ 4pm, or 4pm ~ Finish.
3. **PERSONS DIRECTLY RESPONSIBLE TO:**  
The Proprietors Mr and Mrs Way, the Duty Managers, Head of Departments.
4. **JOB SUMMARY:**
  - To provide an efficient, clean and organised wash-up cycle of crockery, cutlery and other goods in the wash-up areas.
  - To ensure that the kitchen is kept clean and tidy, pots and pans cleaned , maintained and ready for the Chefs use .
  - To provide a safe working environment in the kitchen, wash up and back of house areas.
  - To ensure the smooth running of these areas you need good organisation skills and ability to avoid a backlog of washing-up.

Other duties to include:

  - keeping the back and front of house clean and tidy.
  - Refilling of logs and coal in winter time.
  - Emptying bottles and waste bins and using food compactor after proper Training.
  - To ensure empty barrels/boxes are removed from the cellar and the cellar floor is kept swept/mopped and clean.
  - To assist in other areas of the hotel when asked to do so.

### **Kitchen Area**

#### **MAIN TASKS AND DUTIES**

- Maintain the kitchen cleanliness in accordance to food hygiene regulations using correct chemicals on the correct surfaces/appliances.
- Washing –up of all the pots and pans and other equipment used in the kitchen.
- Ensuring the back of house stairs are in a clean order.
- Ensuring the bin area and compactor are neat, clean and tidy.
- Helping the Head Chef / Sous Chef as they see fit in the preparation of food.
- Ensuring at the end of the shift that everything is cleaned and the floor is swept and mopped ready for the next days business.
- Any other reasonable task asked by a member of management.

#### **DAILY DUTIES**

1. Washing of pots and pans and utensils.
2. Cleaning as per the cleaning schedule.
3. Mop all floor areas
4. Wipe down all walls.
5. Prepping - up of vegetables and potatoes.

**Stillroom Area****MAIN TASKS AND DUTIES;**

At the beginning of your shift;

- Fill dish washing machine and make sure it is clean.
- Check the dish washing soap and rinse aid and refill if needed.
- Check all bins are empty and refill with new black bags if needed
- Fill bucket with hot water and soap for dirty cutlery and change if necessary
- Scrape and soak all dirty china and cutlery and rinse before putting into the dishwasher.
- Fill baskets in an efficient order and properly assorted to provide clean wash up circle
- Never put a half-load in as this is not efficient. Except for last dishes.
- Leave all dishes to dry for the advised time before stacking.
- All dishes to be checked if clean and dry, if dirty, wash again.
- Handle all glass, china and other breakables with care
- Store all dishes safe and clean in provided places
- All glassware to be washed at the end of the shift, with clean water in the machine.
- All glassware has to be dried properly, cooled down and the glasses must be sorted out, the Restaurant glasses staying in the restaurant and the bar glasses to be brought back to Galleon Bar.
- The water in the machine has to be changed using your own initiative, if washing results are not 100% satisfactory.
- Drying cloth to be changed as necessary
- Cutlery has to be sorted out and separated so that the function cutlery does not get mixed with restaurant cutlery
- Trays, winecooler, ice buckets and candleholders etc are to be cleaned by hand not in the dishwasher.

At the end of your shift in the stillroom;

- The dishwasher is to be cleaned and left open to dry. Check the filters are clean.
- All dishes, cutlery, trays, glassware etc is clean and nothing left over for the next shift, only with permission of management and department heads.
- All dishes, china, cutlery is stored in the provided places
- Change and dispose all full or half-full bin bags at the advised place and in the advised method (no broken glass or china in plastic bin bags)
- Dirty linen (cloths, napkins, table cloths) to be collected from the linen bin and taken to laundry area upstairs. Linen to be replaced after each shift and there should be no goods on the floor or on any work surfaces after finishing.
- All electrical switches, machine lights that are not going to be used after your shift must be switched off.
- Sweep and mop the floor and leave your workplace in a tidy and clean condition.

**Barfood Wash Up Area****MAIN TASKS AND DUTIES;**

At the beginning of your shift:

- fill dishwashing machine
- check the dishwashing soap and rinseaid and refill if necessary
- check the hand soap dispenser is full if not fill as required.
- check all bins are empty and refill with new black bags if required
- make sure barfood has enough cups and mugs ready for service
- assist service staff in collecting and sorting dirty crockery and cutlery

- fill bucket with soapy hot water for dirty cutlery to soak
- scrape and soak all dirty crockery and rinse before putting in dishwasher
- fill baskets in an efficient manner to maintain an ongoing wash cycle
- do not put half loads through dishwasher except for last wash at night
- allow dishes to dry before stacking them in their correct places
- check if all dishes and cutlery are clean before storing it
- take crockery out to barfood and kitchen
- help in clearing of tables
- help with guest bags when required
- always check with management before going home

Because of the limited space in this area, it is necessary to advise and control that all bar / barfood staff scrape plates and sort cutlery.

If you are not busy, you will be asked to help collect dishes from the Galleon and Harbour Bars and all other guest areas, as well as from the Library and the Flat Roof, so always wear the clean uniform provided by the hotel. Try to keep yourself as clean and dry as possible

Related to your duties, make sure that the barfood dishwasher runs periodically to keep abreast of coffee cups etc in the time between 9:00 am and 12:00 pm daily.

Empty and clean all bins behind the bar areas in the early morning and replace them with new bags.

If at any time, the machine does not perform to its best potential, please inform a manager as soon as possible.

Remove all empty bottles and barrels from the cellar. If necessary, take the bottles to the bottle bank.

Check that we have correct stock of cleanse/chemicals in the appropriate place. Keep only a little stock next to the dishwasher. Make sure that all containers are fitted with a lid.

Sometimes we will ask you to work in both areas if there are smaller functions for lunch or dinner next to the ordinary work load if we think that the amount of work is acceptable.

#### **AT THE END OF THE SESSION, YOU SHOULD:**

- Empty, clean and wash out your machine.
- Put away all cutlery and china
- Wipe down your work surfaces and clean your sink plus under sink
- Empty your rubbish bins and refill with new bin liners
- If you intend to leave some washing-up, first obtain permission, either leave it soaking or ask the night porter to do it for you!!
- Bring all dirty linen to the chambermaid's room and replace with clean ones.
- Make sure that the floor is clean!!
- When returning stuff to the kitchen, empty the lift as it stretches the cables
- Check the food area looks tidy and presentable.
- Refill the washing up liquid containers for the next shift.
- Check the Flat roof and the library are cleaned and all remaining china is collected
- Stack clean glassware on top of the dishwasher, and never leave any dishes, or on the floor.
- Take all linen (after counting and separating) neatly wrapped up to chambermaid's office and store neatly so that the fire exit is not blocked or unpassable.
- Check with a member of management before clocking out.
- Work out side this area as required.

## **How to clean the back of the hotel**

The back area of the hotel is your responsibility to keep clean. It should be kept to a clean standard. THIS AREA IS SEEN by lots of people.

This area needs to be kept tidy at all times and washed down and disinfected at least twice a week.

### **How to clean it.**

- Remove all rubbish that is lying around and place in the correct locations.
- Tie all cardboard up (If required).
- Brush all of the back area, this includes moving the rubbish bins and wheelie bins.
- Using the hose pipe wash down all of the back area. After all of this area is wet, apply some SUPERCLEANSE to the floor. Using the hard yard brush this chemical all over the area. (This chemical will kill all bacteria that are outside and stop the bad smells that can happen.)
- REMEMBER THAT YOU MUST STOP TO LET PEOPLE PAST!
- Once you have washed down the back area. You must do the same to the outside and inside of the large rubbish bins, this is also done using SUPERCLEANSE .
- Once all of this is to the required standard. Continue by brushing / hosing the chemical away.
- Return all containers to the correct locations and cleaning materials to the back of the bin area.

THIS NEEDS TO BE CARRIED OUT ON BOTH TUESDAY'S AND FRIDAYS AFTER THE BINS HAVE BEEN REMOVED BY THE COUNCIL.

## **NOTES ON NOISE DURING THE EVENING SHIFT.**

From about 9.30pm at NIGHT we need to worry about the noise that we are creating. We must remember that we have paying customers and residents in the near area of the hotel.

If we are sorting the bottle bins from the bars this MUST BE DONE IN THE CELLAR to stop noise.

The member of staff must ensure if they are doing bottle that this is done in the cellar and when taking them outside that as little noise as possible is made.

The DOWN STAIRS WASH UP member of staff must also now ensure that there are bins put into the cellar to enable the NIGHTPORTER to sort his bottles in the cellar as well. This must be done by about 9.30pm.