

Role: Kitchen Porter	Region / Department: South & West
Reports to: Head Chef (or Sous/Snr CDP)	Pay Band: Grade 2, lower - £24,960 pro rata per annum, £12 per hour
Location: 215-217 Sauchiehall Street, Mackintosh at the Willow.	Type of Contract: Permanent, Full time 30 hours
COST CENTRE (e.g.: 3CUZ): 3MAW <i>Please note this must be provided in order for the People Team to correctly allocate this role to the relevant cost centre. This is not done via the new start form, but this job description.</i>	ACTIVITY CODE (e.g.: TR1): <i>This is to allow the system (COREHR) to allocate the salary to the correct centre.</i>

JOB PURPOSE pro rata per annum

Located at **215-217 Sauchiehall Street**, the original Willow Tea Rooms Building has undergone an extensive restoration in a bid to return the building to its former glory of when it originally opened in 1903.

Mackintosh at the Willow operates as a social enterprise creating training, learning, employment and other opportunities and support for young people and communities.

As well as our iconic, fully licensed tearooms, roof terrace & street café; we also have meeting and events rooms, a creative learning and education department and an exciting exhibition and retail store.

We are proud of our fantastic afternoon teas and dining menus – from lunch to private dining. We are currently in Glasgow's top 30 restaurants on TripAdvisor and continuing to grow our offering. If you'd like to join our team, read on below!

Join Mackintosh at the Willow and work in a professional kitchen, training under full-time chefs (alongside our head chef) and learn more about the industry. You will have the opportunity to further develop your skills and work in a fast-paced environment alongside our talented kitchen team.

You will assist in key duties such ensuring kitchen cleanliness, maintaining organisation of kitchen areas, assistance with basic food preparation and day to day cleaning of dishes and kitchen. All levels & experience will be considered!

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

A kitchen porter is responsible for basic food preparation, kitchen cleanliness, and ensuring the area remains organised. A kitchen porter's duties include:

- Cleaning and sanitising all areas used for meal preparation, along with ovens, grills, sinks, and stoves.
- Unloading food and equipment deliveries & ensuring they are stored in the right areas.
- Continually making sure that work surfaces, floors, and walls are clean and sanitised.
- Taking out the rubbish and putting in correct bins
- Washing cutlery, utensils, and cookware so the kitchen staff has constant access.
- Helping the chef with food preparation such as peeling, washing, and cutting meal ingredients.
- Keeping freezers, fridges, and storage areas clean and organised.
- Taking on ad-hoc duties when deemed appropriate to the position,

- Carrying out basic cleaning tasks as quickly and safely as possible.
- Collecting and washing up pots and pans.
- Cleaning crockery & cutlery and ensuring food preparation sites are clean and ready.
- Unloading equipment and food from deliveries.
- Ensuring the storerooms/areas remains organised.
- Making sure work surfaces, floors and walls are always clean and sanitised.
- Some basic food preparation may be required
- Adhering at all times to health and safety requirements
- Work as part of a team

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- No essential qualifications required
- Fluency in the English language (essential to follow clear instructions from the team)

Desirable

- Basic Hygiene qualification

Experience

Essential

- 1 year experience working as a KP within a high-volume restaurant kitchen or food-outlet

Desirable

- Basic knowledge of food preparation and basic knife skills

DIMENSIONS AND SCOPE OF JOB

Scale

- ♦ n/a

People Management

- ♦ n/a

Finance Management

- ♦ n/a

Tools / equipment / systems

- Dishwashing machine: Used to wash dishes, utensils, pots, and pans efficiently.
- Commercial sinks: Using sinks for tasks like handwashing dishes, rinsing vegetables, and other cleaning duties.
- Industrial cleaning supplies: This will include mops, buckets, cleaning chemicals, and sponges for maintaining cleanliness throughout the kitchen.
- Industrial waste bins: Kitchen porters are responsible for disposing of food waste and other rubbish generated in the kitchen.
- Food preparation equipment: While the primary role is cleaning, kitchen porters will also assist with basic food preparation tasks like chopping vegetables or preparing ingredients.
- Transport equipment: Use of trolleys to move dirty dishes to the dishwashing area or to transport clean dishes back to the kitchen. In some cases, trolleys may be used to load and unload deliveries.
- Safety equipment: This includes gloves, aprons, and possibly slip-resistant footwear to ensure safety while working in a fast-paced kitchen environment.

Example key performance indicators and targets

- ♦ n/a

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 9th March 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"