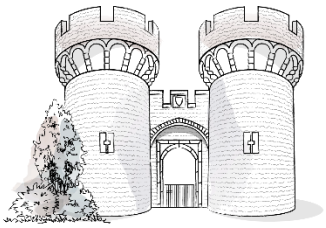
Recruitment Pack



COOLING CASTLE BARN

EST. 1995

THE FIRE STATION BRASSERIE

THE VINES

About Us

We are a company that is wholeheartedly about giving best in class hospitality. Comprising of three venues:

- **Cooling Castle Barn, Cooling, Hoo Peninsula**

COOLING CASTLE BARN
EST. 1995

- **The Fire Station, Chatham**

THE FIRE STATION BRASSERIE

- **The Vines of Rochester, Rochester**

THE VINES

Each has a unique, interesting, and different presence in the local hospitality industry. However, the one thing that is importantly consistent across venues is our people's inherent belief in creating great customer experiences and seeing each individual (whether a team member of customer) for who they are and how they wish to be treated.

Although every role is advertised at a specific venue, from the start you will be required to work with different team members at different venues. We know this creates an exciting work environment for you, and the opportunity to expand your knowledge & skill set.

We promise a value system based on creating an inclusive working environment, we expect individual accountability, but we will always take the time to provide all the training needed. We look to find the best in every single member of the team.

Job Description

Dept/Team: Kitchen – Kitchen Porter	**Location:** Rochester, although travel to all 3 sites will be required
Hours: 25 hours per week including evenings, weekends, and public holidays	**Duration:** Permanent
Responsible To: Head Chef	**Responsible For:** Part of a team delivering a smooth service in the Kitchen.
Works With/Key Contacts: Kitchen team across all venues Front House	**Salary:** Up to £9.80 p/h OTE

Main Purpose of the Role

We are looking for a Kitchen Porter to clean our kitchen and support our cooking staff. This is an entry-level job but if you're good at it, you'll be invaluable in making sure our kitchen is always sanitized and tidy.

Kitchen Porter responsibilities include washing pots and pans, keeping floors clean, sanitizing food preparation areas and occasionally helping with food prep work. If you think you'll enjoy the buzz of a busy kitchen, we'd like to meet you.

Responsibilities/Objectives	**Approx. % of time**
General:. • Keep all kitchen work surfaces (counters, sinks, stoves, walls) clean and sanitized. • Sweep and mop floors at the beginning and ending of shifts • Be ready to clean up spills to avoid hindering operations • Wash cookware, utensils and cutlery fast to keep them in rotation • Arrange equipment and ingredient deliveries • Keep the food and supply storage areas organised • Take out the rubbish • Help with routine food prep tasks (such as peeling and chopping vegetables) when needed	90%
Legislative requirements: • Be aware of current Hygiene procedures and ensure that whilst on shift they are adhered to.	5%

• Complete and maintain the cleaning schedule and opening and closing check sheets, if trained and requested by the supervising chef onsite.	
Training • You will be continually learning new skills on the job, if you express an interest we will progress you through to professional chef qualifications as you work with us.	5%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

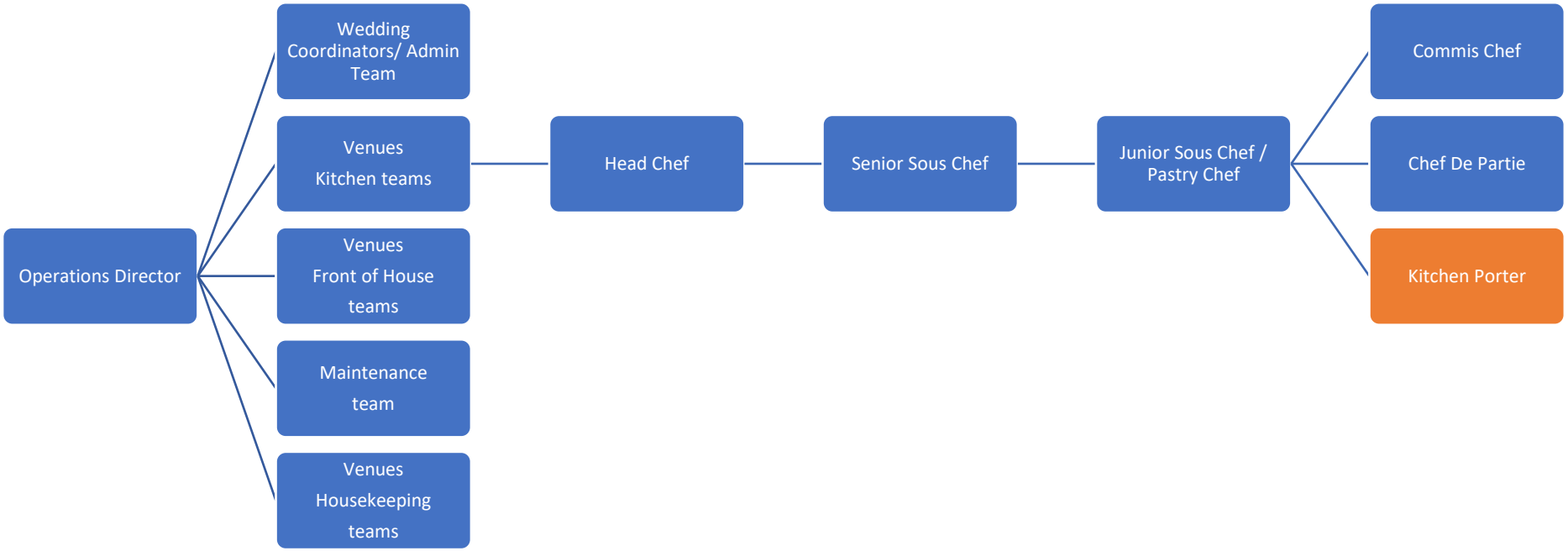
Person Specification

Essential

Job Specific	The ability to work unsupervised in a busy environment
	A fast learner with an interest in kitchen work
	The ability to stand for long hours
	Willingness to adhere to health and safety rules
	Good organisational skills
Core Skills	**Kitchen Porter Skills and Qualifications:-** Positive and approachable manner, Patience and cool-headedness
	Communication skills Able to interact with staff and managers in an appropriate, courteous and responsive manner.
	Empathy & Resilience Ability to show empathy and be resilient when dealing with colleagues & customers.
	Time management Strong task and time management abilities. At peak service times, must feel comfortable delivering under pressure whilst maintaining a positive attitude
Values	**Integrity** - Acting with integrity – maintaining an open and honest attitude. - Having loyalty towards the company & each other
	Respect - Respecting internal & external customers at all times & behaving with emotional intelligence. - Treating everyone as an individual, understanding everyone has strengths and weaknesses. - Work together to overcome problems, a blame culture will not be tolerated. - Maintaining a sense of pride & accuracy in your work

	Community - Fulfilling the shifts allocated to you, understanding the negative impact of unauthorised absence on the rest of your team. - Show flexibility & willingness to help customers, team members & the management team. - Maintaining a positive can-do attitude, even when under pressure - Going the extra mile to deliver above and beyond what's expected - Encourage energy & fun through your actions and behaviours in the workplace.
	Commercial - Speak up - Always look for ways to improve the product we deliver, give feedback in an honest, candid & respectful way. - Be a proactive problem solver.

Position in the Company:



Staff Benefits

We offer our staff a wide range of benefits to reward them for the value that they bring to Battersea, to support them in their work, to help improve their health and wellbeing, and maintain a healthy work-life balance.

We intend to offer these benefits on an ongoing basis but may amend or withdraw them at any time.

Pension Scheme

Our group personal pension scheme is available to all members of staff. New eligible staff will be auto enrolled into our pension scheme in their third month of employment, if they meet the eligibility criteria, at our standard rate of 5% staff contribution, 3% employer contribution.

Annual Leave

Staff are entitled to 28 days annual leave including bank holidays (pro-rata for part time staff)

Discretionary Profit Share

In years where the company has had a successful year, on a discretionary basis, an additional bonus is paid to staff.

Gym Membership

The company will make a 50% contribution towards membership of The Gym in Strood, or an equivalent amount at a Gym of your choice.

Cycle to Work Scheme

We offer a Cycle to Work Scheme to encourage health and fitness. This enables you to save up to 40% of the cost of the purchase of a bike and safety equipment, up to a maximum value of £1,000 including VAT, by having this cost recovered from salary over a 12-month period and so saving tax and National Insurance on this cost.

Paid Maternity Leave

All pregnant staff are entitled to up to 52 weeks' maternity leave regardless of length of service. These are paid under Statutory Maternity Pay guidance.

Paid Paternity Leave

Fathers to be or staff who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay.

Employee Assistance Programme

We offer a Staff Assistance Programme to all staff free of charge. It offers completely confidential and impartial support, information, and counselling service to staff on legal, financial, debt management and emotional issues.

Sabbatical Leave

Staff who have worked with us for five years or more can request six months unpaid sabbatical leave for personal or professional development, such as learning new skills or travel.