

# Seasonal Kitchen Porter

## Job Information Pack



### Urban Saints Westbrook

Urban Saints Westbrook is a residential centre suitable for church, youth and school groups, set in 18 acres of mixed parkland near Ryde, on the beautiful Isle of Wight. Groups have the option to stay in the Main House or camping in the grounds and have access to a range of meeting and eating spaces plus a whole load of activities across the site.

Urban Saints Westbrook provides a safe and fun environment, founded on Christian beliefs so that young people have the opportunity to form genuine and lasting relationships. The centre will also provide a place where they can express their faith and have the tools to learn more about it.

[westbrook.urbansaints.org](http://westbrook.urbansaints.org)

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### Overall Purpose of the Role:

The Seasonal Kitchen Porter will assist the Kitchen Coordinator in the safe, complainant and smooth running of the kitchen, keeping it clean, hygienic, and tidy, at all times. They will also assist the Kitchen Coordinator in the preparation of food to guest of a satisfactory and consistent standard.

### Key Responsibilities:

- Assist the Kitchen Coordinator with food preparation when necessary.
- Washing up, cleaning and clearing all kitchen areas.
- Receiving and unpacking all deliveries.
- Emptying bins, sweeping and mopping floors at the end of shifts.
- Ensuring all equipment is clean and put away correctly.
- Deep cleaning fridges and store rooms to maintain sanitary and kitchen safety standards
- Assisting the Kitchen Coordinator in all kitchen-related office administration and third-party contractors.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.

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### About You:

We are looking for someone who is interested in kitchen work, is eager to learn, maintains supportive relationships, work independently and is available for the summer season to support our work at Westbrook.

### Knowledge and Experience:

- Experience of kitchen equipment
- Knowledge of kitchen health and safety
- Knowledge of food hygiene practices
- Basic understanding of English

- Awareness of manual handling techniques
- Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety

### **Skills and Abilities**

- Eager to learn with an interest in kitchen work
- Positive, hard-working attitude
- Able to work in a fast-paced environment
- Good Attention to detail
- Willingness to adhere to health and safety rules
- Team player

### **Education/Training**

These are desirable but not necessary qualifications as we can help you get the necessary training:

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- Level 2 Health and Safety in the Workplace Award
- Level 2 Food Safety Awards
- Experience of dangerous equipment such as knives

All applicants must be committed to the aims, ethos and values of Urban Saints.

We highly value a diverse and inclusive team and are committed to an equitable work environment where every person is set up to thrive. Having a diverse workforce allows us to benefit from a variety of perspectives and give us strength in the work that we do. We encourage all qualified candidates to apply.

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### **Terms and Conditions:**

Salary:	£9.50 - £10.80 per hour (depending on knowledge, skills and experience)
Start Date:	As soon as possible
Contract:	Fix term until the 30th of September 2022
Hours:	22 hours per week. Working mornings and evenings with some weekend work depending on rota.
Location:	Urban Saints Westbrook Centre, Oakhill Road, Ryde, Isle of Wight, PO33 1PU
Responsible to:	Westbrook Operations Manager

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### **Benefits:**

- 25 days holiday (pro-rata) plus bank holidays (pro-rata).
- Pension scheme: we contribute 6% to the Urban Saints pension scheme.

- Life assurance: you will receive life assurance cover to the value of four times your annual pensionable salary.
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### **How to Apply:**

To apply for this role send an email to **recruitment@urbansaints.org** with:

- your CV
- a completed Recruitment Monitoring Form (available at **urbansaints.org/jobs**)
- a covering letter which includes why you are applying for this role and why you think you are the best person for the role?

**The closing date for applications is 22<sup>nd</sup> of May 2022**, however we reserve the right to close applications before this date if a suitable candidate is found.

**PLEASE NOTE:** Urban Saints is unable to employ anyone who does not have the legal right to remain and work in the UK. For more information, visit:  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

*All job offers will be subject to satisfactory references and DBS.*