



TY BRYNGARW HOUSE

Things you need to know:

Job Title:	Kitchen Porter/Breakfast Chef
Basis:	* 1040 hours annualised
Working Hours:	Typically, 20 hours per week dependant on business needs (Early morning, weekend and Bank Holiday working will be required)
Salary:	£9,500 to £10,500 per annum (Based on experience)
Base:	Bryngarw House, Brynmenyn

Accountable to: Events & Functions Manager

Your Role:

As Kitchen Porter/Breakfast Chef, you will ensure a successful dining experience for all guests as well as maintaining the highest standards of food preparation and customer service. Your time management skills and efficiency will ensure that the kitchen runs efficiently and smoothly and will help to maintain Bryngarw House's reputation as a leading wedding venue in South Wales and beyond.

What will you be doing?

General Responsibilities

- Working unsupervised from early morning to prepare and serve breakfast ensuring guests receive a truly delicious and memorable dining experience.
- Setting up and cleaning down the kitchen after breakfast, ensuring all cooking utensils, pots and pans as well as breakfast plates and cutlery are washed and dried.
- Ensuring all food items are kept under optimum conditions.
- Ensuring all dishes are prepared to the correct recipe, highest standards and are replenished when necessary.
- Ensure any issues are communicated promptly to the Head Chef.
- Ensuring and controlling levels of guest satisfaction, quality, operating and food costs on an ongoing basis.
- Monitoring and ensuring that the production, preparation and presentation of food are of the highest quality at all times.

Food Safety, Health & Safety and Wellbeing

- Maintaining the highest standards of food and personal hygiene at all times.
- Make sure the hygiene and food safety standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish which leaves the kitchen door
- Ensuring the kitchen team has and maintains the highest culinary standards at all times.
- Reporting any accidents or near misses.
- Applying high levels of hygiene, sanitation and safety at all times.
- You will ensure that you adhere to our dress code and the correct uniform and ensure that your team are compliant at all times.
- Ensuring that all company and client policies and procedures, site rules and statutory regulations relating to Food Safety, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH are adhered to.
- You will be aware of all Fire and Emergency Evacuation Procedures and ensure that normal precautions are taken by team members to protect against fire and safety hazards.



The person:

Personal Qualities and Values

- Guest and service-orientated approach (E)
- Well-presented professional with a can-do attitude. (E)
- Pride in their work and continually strives to improve and develop. (E)
- Friendly, confident and approachable. (E)
- A team player. (E)
- Ability to develop personal rapport with clients. (E)
- You will welcome and embrace change with a positive attitude. (E)
- Passion for excellent customer service. (E)

Qualifications and Training

- Formal Culinary Training (D)
- Level 2 Food Hygiene Qualification (D)

Skills and Abilities

- Excellent people management technique (E)
- Knowledge of ingredients/dishes and how to serve them. (E)
- Adaptable and flexible to meet demands. (E)
- You will be able to work unsupervised in a busy environment demonstrating a confident and self-motivated attitude.
- Ability to speak Welsh. (D)
- Excellent communication skills including active listening. (D)
- Sense of taste and smell to make sure each piece of food is safe, prepared correctly and tasty. (E)
- Excellent time management skills to ensure food is served on time and a great customer experience is achieved. (E)

Knowledge and Experience

- Proven experience of catering in a similar environment. (E)
- Experience of working alone and as a team to achieve high standards of service and set standards. (D)
- Practical knowledge and experience of complying with relevant legislation and industry best practice. (E)



General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensure that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation.
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Conditions of your appointment

Medical Clearance:	Any offer of appointment is subject to medical clearance.
References:	Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.
Probationary period:	New staff appointed to Awen Trading Ltd will be subject to a 6-month probationary period.
Eligibility to work in the UK:	You are required to provide originals of one of the following documents as proof of your eligibility to work in the UK: birth certificate issued in the United Kingdom in conjunction with form P45, Form P60 or a pay slip from previous employment, current passport issued by a member state of the EEA or official immigration document showing that you are eligible to work in the United Kingdom.

- * An Annualised contract means that your hours will vary throughout the year dependant on business needs, but salary is divided equally between 12 monthly payments.
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