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|  | **HIGH LIFE HIGHLAND****JOB DESCRIPTION** |

**JOB TITLE**: Kitchen Porter

**SALARY**: £12.82 - £12.96 per hour

**HOURS:** Various contracts available. Shifts will involve evenings, weekends and bank holidays.

**HOME WORKING:** This post is not suitable for home working

**LOCATION:** Inverness Castle Experience

**RESPONSIBLE TO:** Head Chef

**JOB PURPOSE:** The role will focus on ensuring the cleanliness of the kitchen is maintained to a high standard. Working positively and collaboratively with the wider Inverness Castle Experience team and High Life Highland. Supporting the delivery of excellent quality and standards at Inverness Castle Experience.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

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| 1. Actively promote a positive and collaborative workplace culture that supports the Charity’s purpose of Making Life Better and i-care values to increase morale, productivity and performance.
2. Be responsible for processing used dishes, pots, pans, glassware and cutlery to be washed, dried and put away safely in the correct place.
3. Be cautious of broken glassware, crockery and sharp knives in the course of carrying out the duties.
4. Dispose of any broken items correctly and safely and clean up the area affected.
5. Carry out specific cleaning tasks, as directed by the chefs, maintaining high standards of cleanliness and food hygiene.
6. Support putting deliveries away, lifting, carrying and movement as required following manual handling guidance following and requesting guidance from chefs on suitable storage.
7. Follow food hygiene regulations.
8. Consult with chefs and inform of any issues or improvements that may contribute to the effectiveness, security or efficiency.
9. Monitor and ensure the cleanliness of the kitchen, including equipment and toilet facilities.
10. Dispose of all waste correctly, including food waste, recording where necessary.
11. Assist with supporting the chefs with any reasonable request, as directed.
12. Work on a rota basis, be responsible for knowing own shifts in advance, including evenings, weekends and bank holidays.
13. Carefully follow health and safety systems of work, policies and procedures (including, Normal Operating Procedures, Emergency Action Plans, COSHH, Risk Assessments) ensuring instructions and guidance are followed at all times.
14. Pursue continuous professional development and contribute to the continuous improvement of Inverness Castle Experience.
15. Pursue any action points arising from a review or performance appraisal.
16. Attend and undertake any training online or in person.
17. Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
18. Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness and working cross-functionally across the Inverness Castle Experience team.
19. Undertake all tasks in accordance with High Life Highland policies and procedures, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

**Other Duties:** You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not they justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time *High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.***May 2025** |
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|  | **HIGH LIFE HIGHLAND****PERSON SPECIFICATION** |

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**JOB TITLE:** Kitchen Porter

**LOCATION:** Inverness Castle Experience

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: -

**EXPERIENCE**

* Experience of working in a busy commercial kitchen
* Experience of working within a visitor experience, cultural or hospitality venue business. (Desirable)

**EDUCATION AND QUALIFICATIONS**

* Food Hygiene Certificate (Desirable)
* Health and safety certificate (Desirable)

**SKILLS / ATTRIBUTES GENERAL**

* Self-motivated individual who can work under own initiative
* Ability to deal with pressure
* Positive attitude
* Able to positively, follow instruction and guidance from others
* High standards of cleanliness
* Able to build good relationships working as part of a team

**SKILLS / ABILITIES SPECIFIC TO THE POST**

* Well-organised with a methodical approach
* Task driven
* Flexible approach to work including working evenings, weekends and bank holidays
* Ability to multitask and problem solve
* Good time management skills
* Knowledge health and safety and food hygiene
* The commitment to deliver on High Life Highland’s i-Care people values: integrity, community, accountability, respect and example.

**INTERPERSONAL AND SOCIAL SKILLS**

* Ability to have positive relationships with other team members
* Enthusiastic

May 2025