



Kitchen Porter

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

The Department

The Catering Department is responsible for delivering an excellent food and beverage service throughout Sadler's Wells and The Peacock Theatre.

The Role

The main responsibility of the Kitchen Porter is to ensure that the kitchen is clean and tidy and maintained to high standards. Assisting with the smooth running of the kitchen in order to provide excellent service to our patrons.

The Kitchen Porter reports to the Development Head Chef, and to the Sous Chef in their absence.

Key Responsibilities

- General cleaning and tidying duties of the storage area each week
- Collection of food deliveries and putting these away to relevant storage areas
- Collection of stock from the storage area and uploading to relevant BOH and FOH (Back of house and Front of house) areas
- Weekly stock count of all stock supplied and used for cleaning duties. May also assist with general stock management in FOH areas and main storage area at times
- Stock ordering of all cleaning items required to maintain unit BOH and FOH
- Unit clear down each evening including sweeping and washing all areas
- Weekly deep clean of all areas including equipment such as stoves, hoods, canopy, deep fryers
- Ensure all relevant paperwork such as cleaning schedules are completed
- Health & Safety training provided together with COSHH and Manual Handling
- Machinery to be used - dishwasher for all crockery, pots and pans.

Other Duties

- Maintain a smart and professional appearance at all time.
- Be proactive within the department and provide regular feedback to the management team.
- Report any damages to equipment or the building immediately to the management team.
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours, whilst maintaining a strong line of communication with your line manager
- Maintain a friendly and cordial working relationship with all colleagues
- Carry out reasonable additional duties and to work additional sessions as and when required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Previous experience of working in a kitchen environment
- Excellent team player
- Hard working with a 'can do' attitude
- Ability to work under pressure
- Reliable and trustworthy with good time keeping skills
- Able to work flexible hours, including evenings and weekends, according to the needs of the business

Desirable

- An interest in the food industry

Terms and Conditions

Salary £21,236 per annum based on a 35 hour working week, and an additional one hour paid meal break each day. Working days can be any 5 days out of 7 days.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five year service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (subject to availability).

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

Please submit the online application form by 11.59pm on Tuesday 22 October 2019. Late applications will not be considered.

Interviews will take place week commencing Monday 28 October 2019.

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