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Sadler's Wells
Kitchen Porter



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This casual role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



The Department

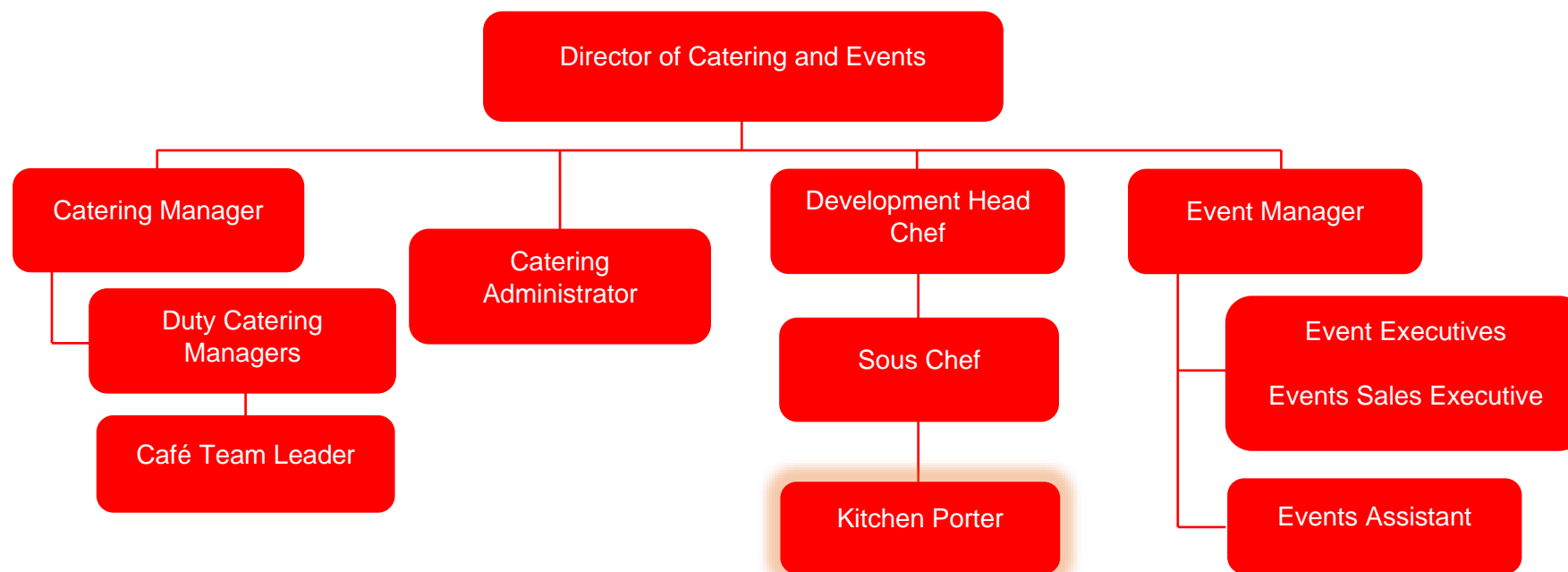
The Catering Department is responsible for delivering an excellent food and beverage service throughout Sadler's Wells and The Peacock Theatre.

The Role

The main responsibility of the Kitchen Porter is to ensure that the kitchen is clean and tidy and maintained to high standards. The Kitchen Porter assists with the smooth running of the kitchen and food preparation, to provide excellent service to our patrons.

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

The Catering and Events department:



What are my responsibilities?

Catering and Events

- General cleaning and tidying duties of the storage area each week
- Collection of food deliveries and putting these away to relevant storage areas
- Assisting with food preparation, as required
- 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.

General

- Always maintain a smart and professional appearance
- 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 assisting 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.

Who should apply?

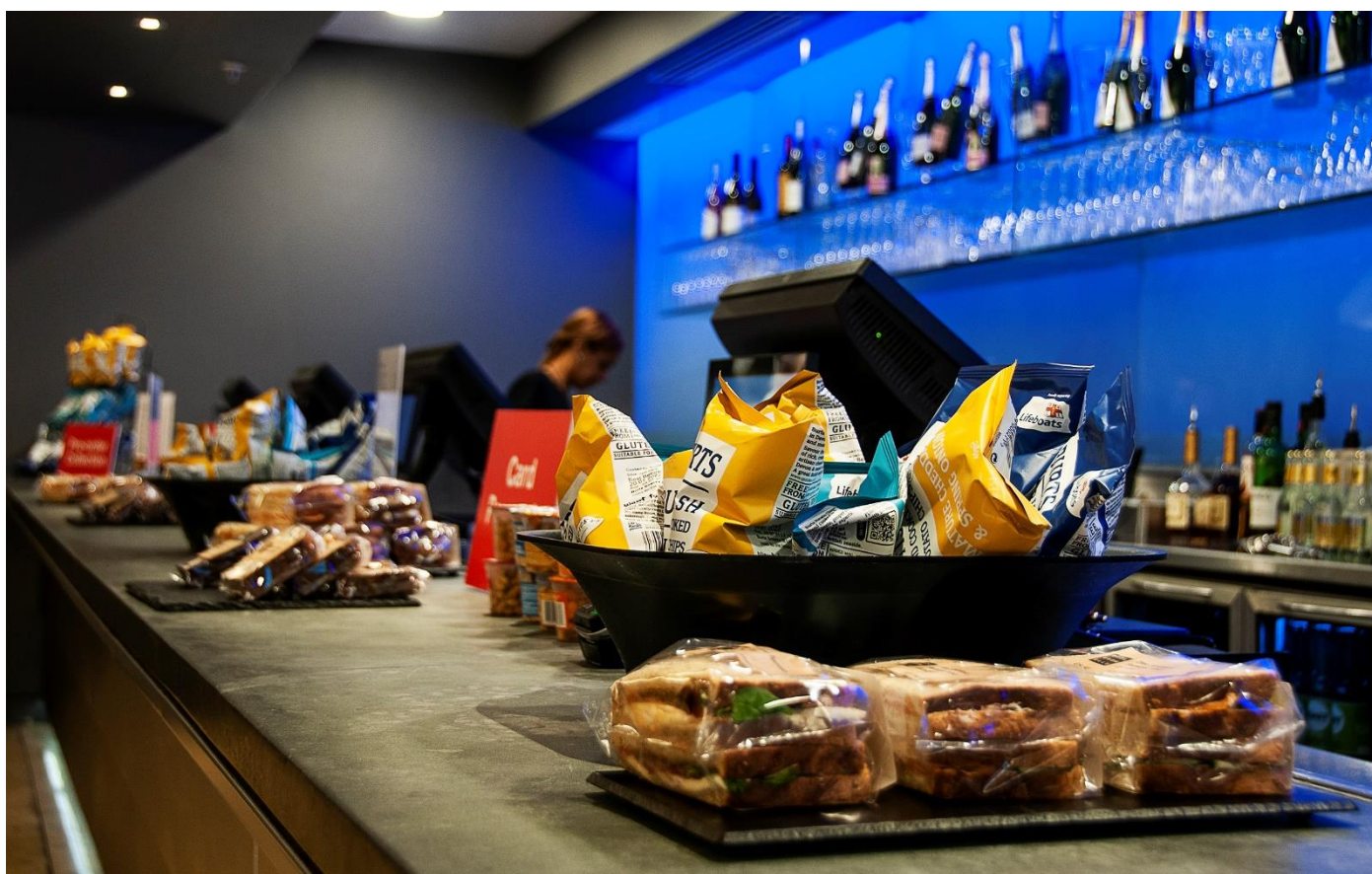
The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential skills and experience

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

Additional, but not essential

- An interest in the food industry



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Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £22,984 per annum, based on a 40-hour working week, including breaks.
- You will get 25 days annual leave, per annum
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have several anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

This is an ongoing vacancy and candidates will be invited to attend an interview, as and when suitable applications are submitted. Once we have found suitable candidates, the vacancy will be closed without further notice.

Background Information

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.

In normal times, 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' colleagues.

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 theatre academy, all planned to open by the end of 2023.