

Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

Employer: Ashdown Park Hotel (Sussex) Ltd

Location: Ashdown Park Hotel, East Grinstead RH18 5JR

What is the job?

Reporting to the Executive Chef, to keep the hotel kitchens and subsidiary areas clean in line with hotel and hygiene regulations.

Key responsibilities:

Hospitality & Service

- To clean the workings of machinery used in the job so as to avoid breakages.
- To clear any refuse from the kitchen areas and empty all refuse bins as often as necessary.
- To clean all walls, floors, work surfaces, equipment as per cleaning schedule.
- To clean all used pots, pans trays etc, using the washing up facilities provided.

Communication

- To inform Executive Chef when supplies of cleaning materials are needed.
- To ensure good working relationship with colleagues and other departments.
- To complete any reasonable task as requested by management.
- To report any equipment failure, damaged pots, pans and equipment to Executive Chef.

Planning & Organising

- To efficiently clean, dry and restore all eating and service utensils.
- To keep working areas and surrounding areas clean and up to hotel standards.

Health & Safety

- Operate and use all kitchen equipment correctly as per manufacturer and hotel procedures.
- To carry out fire procedures and regulations as laid down in the Hotel Fire Plan.

Role: Kitchen Porter

Salary: £20,850 per annum – permanent, minimum 1 year contract. 40 hours per week



- To be aware of the need to observe Health and Safety at Work and Hygiene Regulations and advise Management of any irregularities.
- To ensure a high standard of personal hygiene and appearance at all times, uniforms to be treated with the utmost of care.

Attention to Detail

- Personal appearance and hygiene should comply with hotel policy, uniforms must be treated with the utmost care.

What skills do I need? The top 3 skills for this post are:

1. A reasonable level of Maths and English
2. Paying attention to detail to ensure that the kitchen is maintained to a high standard
3. A reasonable level of fitness, or able to be on your feet for long periods of time

What attributes do I need for this post?

Friendly, enjoy working with people, positive, polite, well presented.

What experience do I need?

No experience needed or formal qualifications necessary.

What else does the job offer?

- Online Health & Safety
- Access to wide range of other training for self-development
- Face to face training by managers and personnel

Further Information

It would be advantage to drive as Ashdown Park hotel is in East Grinstead. If you live outside the area and intent to use public transport, please research and consider travel time and cost.

Please refer via Moving On Up movingonup@sussexcommunity.org.uk