Kitchen Porter

Job Description:

The **Kitchen** **Porter** provides non-culinary support to the kitchen staff to keep the kitchen running smoothly. As a kitchen porter you will be required to complete the menial tasks in a kitchen including duties such as cleaning, washing up and basic food preparation such as washing vegetables and peeling potatoes. They are responsible for taking dirty pots and pans to the dishwasher and bringing clean ones to the chef who needs them. They fetch ice, towels, and ingredients (such as oil, sugar, salt, etc) to keep the chefs cooking going smoothly and preventing an interruption or delay in service to restaurant guests. They generally assist wherever help is needed.

Job Responsibilities:

* Monitors kitchen equipment and reports issues to superiors
* Carrying out basic cleaning tasks as fast as possible.
* Collecting and washing up pots and pans.
* Cleaning crockery & cutlery and ensuring food preparation sites are clean and ready.
* Unloading equipment and food from deliveries.
* Ensuring the storeroom remains organized.
* Making sure work surfaces, floors and walls are always clean and sanitized.
* Measures, mixes, and prepares meal ingredients, sauces, and seasonings
* Washes, chops, and cuts fruit, meat, and vegetable items
* Assesses inventory and requests resupply when necessary
* Plates meal items under the station chef’s supervision
* Disposes of spoiled items and adheres to sanitation policies
* Marinates meats and vegetables for cooking
* Distinguishes fresh meat and poultry from unfresh
* Sets up and sees that roaster station is ready to serve fifteen (15) minutes prior to dinner service.
* Make sure that all food is of the highest possible quality before leaving the window.
* Overseeing see that all food prepared is of consistently high quality and that portions are consistently controlled.
* Covers, dates and neatly stores all meat and poultry
* Cleans and sanitizes the meat station.
* Sets up, maintains and breaks down prep station.
* Notifies Head Chef in advance of all expected shortages.
* Report to work in uniform at posted scheduled times.
* Ensures that work station and equipment are clean and sanitary.
* Adheres to state and local health and safety regulations.
* Maintains neat professional appearance and observes personal cleanliness rules at all times.
* Maintains safety and security in work station.
* Assists with other duties as instructed by the Head Chef and Executive Head Chef.
* Inform supervisor of any items that were unfinished before service.
* Properly store all food, which must be covered, dated and rotated on a daily basis to ensure proper portion control and quality.
* Follow all safety procedures for operating and cleaning all machinery at all times.
* Check in with Head Chef at the beginning of shift for instructions.
* Keep par stocks at proper levels. Increase or decrease production as necessary.
* Inform management of any problems concerning food quality or production control.
* Follow “Clean as you work” policy; responsible for sanitation and cleanliness of station at all times.
* Maintain high standards of quality and appearance for all food prepared and served.
* Wear clean uniform at all times.
* Attend all kitchen employee meetings.
* At the end of the shift, clean entire station, including reach-ins, shelves and steam table.
* Return all unused food to walk-in onto proper shelf
* Check-out with Head Chef at end of shift
* Keep walk-in clean and organized at all times.
* Clean any kitchen equipment used immediately following its use.
* Perform other duties as assigned.

Job Qualifications:

* High school diploma or GED required
* Associates in culinary arts or diploma from accredited culinary institute preferred
* Experience as a kitchen porter

Opportunities as a kitchen porter are available for applicants without experience in which more than one kitchen porter is needed in an area such that an experienced kitchen porter will be present to mentor.

Job Skills Required:

* Working knowledge of the fundamentals of cooking.
* Working knowledge of knives and knife skills.
* Working knowledge of kitchen equipment
* Ability to cook
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Ability to spot and resolve problems efficiently
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders