

# CHAPTER



Chapter Cake Selection

## CHAPTER CAFÉ: KITCHEN PORTER

**Reporting to:** Head Chefs

**Responsible for:** None

**Hours:** Flexible, no split shifts, maximum 8 hours per day, mornings 9am-5pm, evenings 4-10.30pm, including weekends and bank holidays.

**Rate of pay:** £9.90 per hour

### ABOUT CHAPTER

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Chapter is an outstanding centre for contemporary arts and culture based in Cardiff.

Each year we present more than 2000 events and programmes which attract over 750,000 visitors to the venue. We're committed to showing the best art, performance and film from Wales, and from the world to the widest possible audience.

We also manage our own café bar that's open seven days a week and makes a vital contribution to the social life of the venue, offering a vibrant and safe environment for our local community.

The space has 200 covers, and food is on sale every day from 9am to 8.30pm, with a varied menu of freshly made hot food, sandwiches and salads, tea, coffee and cakes. Alcohol is served from midday to 11pm. We also offer a hospitality service for events at the venue, providing a full range of refreshments.

We are employee focused, through our benefits, policies and practices.



## PURPOSE OF ROLE

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This post is responsible for ensuring that high standards of cleanliness are kept in the kitchen, including washing-up and maintaining cleanliness of kitchen equipment and storage areas; and dealing with deliveries of food, ensuring that they are stored correctly according to food hygiene regulations.

## DUTIES

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### Kitchen cleanliness and maintenance

- Maintain cleanliness throughout the kitchen working to a cleaning rota.
- Undertake washing-up duties using a dishwasher and by hand.
- Deliver clean crockery and cutlery to the café area.
- Maintain stocks of cleaning materials and empty waste bins.
- Clean down all areas of the kitchen at the end of a shift.

### General

- Basic food preparation
- Accept deliveries and place food in the correct refrigerators.
- Be always responsible when on duty for Health & Safety and good food safety practice.
- Work a variously rostered week of daytimes, evenings, weekend and bank holidays, as necessary.
- Have a commitment to Chapter's Equal Opportunities Policy and share in its active promotion.
- Undertake any other duties, reports, etc relevant to the post and requested by senior staff.
- Attend any training sessions as required by Chapter.

SORRY STEVE, WHEN WE TALK  
ABOUT CELEBRATING CULTURAL  
DIVERSITY WE DON'T MEAN  
YOURS ~~ANYMORE~~ ~~ANYMORE~~

## PERSON SPECIFICATION

	Essential	Desirable
Ability to undertake physically demanding work	✓	
Ability to work in an environment that can be pressured at times	✓	
Experience in a busy kitchen		✓
Ability to work flexible hours		✓
Ability to communicate in Welsh.		✓
Knowledge of health & safety		✓
Knowledge of food hygiene		✓

## ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours. Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions.
- Chapter operates a contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company.
- 20% off food and drink in the café bar.
- Enhanced Maternity and Adoption Pay, after a year's service.
- Welsh at Work scheme.
- Two free cinema tickets a month.
- Access to an Employee Assist Programme.
- Complimentary tea/coffee in our office space.
- Complimentary lunch when working in the building.
- Support for continuous development.
- Eye Care for DSE.
- Secure bike racks.
- Staff parking.
- Staff socials.