



Miss Polly Cafe

Back of House Kitchen Porter

Reports To

The Kitchen Porter will report to the chef or café duty manager/supervisor.

Job Overview

This, sometimes, fast paced role is integral to the smooth running of the kitchen. You will be responsible for: the washing of dishes to keep the café running smoothly, keeping the kitchen and the storeroom ordered, clean and tidy as well as general cleaning duties, sweeping and mopping. With your knowledge and understanding of basic food hygiene and storage you may also be required to assist the kitchen and chefs in basic food preparation tasks.

Responsibilities and Duties

- At your start time, you must be in the kitchen, wearing your apron, ready for the shift ahead.
- Follow opening procedures correctly and thoroughly.
- Washing dishes to ensure there is a clean supply of plates, cutlery and kitchen equipment for the smooth running of the café.
- Assist, when asked, in collecting items needed from storeroom.
- Assist the chefs in basic food preparation.
- Understand and maintain safe work practices at all times.
- Following the weekly and monthly cleaning schedule to ensure the kitchen is kept clean and tidy.
- Assist in the correct labelling and storage of food in the storeroom and fridges.
- Maintain high levels of general cleanliness.
- Follow closing schedule to ensure all tasks are completed
- Other duties and tasks as required.

Qualifications/Character requirements

- Possess or be willing to achieve Certificate II in Food Hygiene.
- Process driven and able to follow instructions
- Able to communicate with others effectively
- Team player - respectful of others
- Able to multi-task
- Proactive and able to think on feet
- Enjoys a fast-paced work environment
- Has a good eye for detail.