

## Job Description

<b>Job Title:</b>	<b>Kitchen Porter</b>
<b>Reports to:</b>	<b>CDP</b>
<b>Job Location:</b>	<b>Central London</b>
<b>Start Date:</b>	<b>February 2022</b>
<b>Salary</b>	<b>£25,500 plus additional award scheme</b>
<b>Contract Type:</b>	<b>Full time permanent</b>

### About BAFTA 195 Piccadilly

195 Piccadilly - Is BAFTA's headquarters; our venue allows BAFTA to; double its year-round charitable work to find and support new talent across film, games and television; offer essential support to the industry; and ensure that careers in film, games and television are open to all. It will also generate additional income which will be used to expand our learning programmes throughout the UK and globally.

We have just undergone an extensive refurbishment programme and our new and increased space will enable BAFTA to support over 80,000 people to develop a career in the creative industries each year

Here's a quote from - HRH The Duke of Cambridge KG, President of BAFTA

***"I am a passionate supporter of BAFTA and I couldn't be more proud of its ambitious plans to dramatically increase the support for new talent over the coming years."***

### AN OUTSTANDING VENUE IN EVERY WAY

### Job Purpose

To ensure that the kitchen is cleaned to a high standard and to prevent cross contamination.

### Key responsibilities and accountabilities

- To clean the kitchen, corridors, upstairs kitchen and surrounding areas, using the correct chemicals and materials set down in the cleaning schedule.
- To clean china, small equipment, and all large equipment thoroughly to prevent cross contamination at all times.
- To work methodically and sensibly in a professional and organised manner.
- Follow the guidelines set down by COSHH regarding chemical use and storage.
- To take control of the laundry deliveries and dirty returns.
- To take food and equipment deliveries.
- To report to the Sous chef /head chef and go through any cleaning problems in the kitchen, corridors, upstairs kitchen and surrounding areas from the night before and rectify them in the correct manner.
- Under the guidance of the senior cooks to organise the shift on his/her section regarding Mis en Plas for plates, pans etc for service.

- Together with Sous chef/ Head chef to write daily chemical and cleaning equipment orders
- To maintain good employee relations
- To ensure that training on a one-to-one basis has been carried out and comprehended.
- To work to the cleaning schedule and cleaning work specifications, using the right chemical and cleaning materials for the job and to be responsible for completing the daily cleaning checklist daily
- To attend daily and monthly meetings with the kitchen team as requested by the Head Chef.
- To report any problems regarding failure of machinery and small equipment to the Sous Chef/Head chef and to follow up and ensure the necessary work has been carried out.
- To keep the kitchen clean, tidy and a safe environment to work in.
- To pass all information to next shift about the kitchen (report everything)
- Accidents to be written in Accident Book according to BAFTA Policy and Procedure and reported to the Head Chef daily.
- Uniform must be always kept clean and changed during the day if it becomes soiled.
- Assist Head Chef and Sous Chef in on-the job training of Hazard Analysis and Critical Control Points (HACCP) and Control of Substances Hazardous to Health (COSHH).

**Ideally you will have:**

- Social Skills and Experience
- Able to motivate yourself and have a good rapport with staff
- Knowledge of Health & Safety regulations

**Ideally you will be:**

- Already work in a similar environment or in a role that requires similarly high hygiene standards

**ABOUT BAFTA**

**BAFTA** is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

**BAFTA's Vision:**

*Bringing the transformative power of Film, Games and Television to everyone.*

**BAFTA's aims:** to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

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## **DIVERSITY MONITORING**

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

## **APPLICATION PROCEDURE**

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have in a kitchen environment.

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