

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Kitchen Steward
Department / Team	Kitchen
Responsible to	Executive Head Chef
Communicate with	Chefs (all levels) Restaurant & Bars Team Meeting & Events Teams
Location	De Vere Beaumont Estate
Contract Type	Full Time
Date	January 2022

What is the main purpose of the role?

To ensure that the kitchen and equipment is kept clean to the required standards and to assist the food service and kitchen staff as required.

Key Responsibilities and Duties

- To ensure that all kitchen areas and all equipment is cleaned to the highest standard.
- To ensure that all equipment, cutlery, crockery, glassware etc. is stored and allocated to correct areas.
- To assist kitchen and food service staff in the fetching and carrying of food and equipment.
- To ensure that the correct cleaning procedures are followed in respect of chemicals and equipment and follow daily and weekly cleaning schedules.
- Adherence to all company procedures on health and safety and hygiene including maintaining cleanliness of work areas at all times
- To obey fire and safety procedures.
- Maintain correct standards of dress, as laid down in the grooming policy
- To report any accidents, breakages and potential hazards

Any other reasonable request, as required by Management

General

1. To be an ambassador for the venue welcoming new colleagues and helping them to settle into the business.
2. Demonstrate a “can do” attitude always offering engaging hospitality to all colleagues and our guests
3. Promoting the image and the brand of the Company at all times, through our behaviour and personal presentation ensuring we are always smart and ready for business at all times.

Learning and Development

1. To attend and contribute to regular value added learning and development sessions carried out by your HOD or specialist within the business to support both business performance and personal learning.
2. To ensure you perform your daily duties in accordance with the trained and communicated standards and lead by example in developing a customer focused engaging service driven hospitality offering to our guests and internal colleagues
3. Take an active role in enhancing and taking ownership for your own continuous personal development.
4. To complete all required Inspire Online Training as directed.

Health & Safety

1. To ensure that the Company Health & Safety procedures are adhered to and implemented within the department, including maintaining cleanliness of work areas at all times.
2. To be aware of all legislation that is relevant to your work and ensure that all legal requirements are met including: licensing, health & safety at work, COSHH, environmental health, fire precautions, manual handling and any other relevant policies
3. To be fully aware of the:
 - Accident Reporting Procedure
 - Maintenance Fault Reporting Procedure
 - Fire Policy for your Department.

Signed:

Job Holder:

Date:

The responsibilities in the Job Description are subject to change from time to time to reflect the changes in business requirements.