

JOB DESCRIPTION

JOB TITLE: Kitchen Porter

RESPONSIBLE TO: Head Chef

DATE PREPARED: August 2025

1 JOB PURPOSE

The Hepworth Wakefield Café operates across the gallery and garden cafés and caters for various events held at The Hepworth Wakefield. The café offers a seasonal and sustainable menu that champions local suppliers. The catering offer provides vital income to The Hepworth Wakefield ensuring the gallery's continued viability and sustainability.

The Kitchen Porter will be responsible for maintaining the potwash operation on shift, ensuring both the café and kitchen teams have sufficient supply of clean crockery and working closely with the catering team to ensure a smooth-running service. Duties will include; opening and closing procedures, cleaning crockery and utensils, accepting deliveries and basic food preparation.

2 KEY RESULT AREAS

- Responsible for cleaning crockery, cutlery and kitchen equipment in the pot wash area, while adhering to company policies and procedures.
- Ensure the pot wash area and pot wash equipment are cleaned by following checklists and cleaning rotas while using appropriate cleaning chemicals.
- Assist the catering team to make sure the café and event areas are clean and presentable at all times.
- Assist the catering team to serve food items from the kitchen to a high standard.
- Help with basic food preparation when needed, such as peeling and chopping

vegetables.

- Accept and store deliveries while adhering to company procedures.
- Ensure kitchen bins are emptied and sanitised and all floors are swept and mopped at the end of shift.
- Adhere to all hygiene and safety procedures.
- Any other duties as reasonably requested by the Café Supervisors, Head Chef or Catering Manager.

3 ADDITIONAL INFORMATION

We are committed to improving diversity and tackling systemic racism within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

Carry out all duties in accordance with our Equal Opportunities, Access, Employment and Health and Safety Policies.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

Experience of working as a Kitchen Porter or similar role in a restaurant/cafe setting	D
A passion for high quality food and drink	D
Awareness of manual handling techniques	D
An understanding of food hygiene and health and safety in the workplace	D
Performs well under pressure and thrives in a busy environment	E
Confident, enthusiastic, efficient and results-driven	E

5 BASIC TERMS AND CONDITIONS

- The hourly rate offered for this position is £12.60.
- This is a permanent position.
- Part-time, 8 hours per week over Saturday and Sunday.
- There may be an occasional requirement to work overtime which will be paid at your normal hourly rate.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.