

# WATERSHED

## Job Description

**May 2021**

**Job title:** Kitchen Porter (maternity cover)

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is **Inclusive - We are people led**. We listen to and engage with the broadest range of people. This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

### **Before you apply**

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked in a hotel or coffee shop - which are very transferable contexts. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process). They would be pleased to help you think this through. Please request this by emailing our HR Manager, Kirsty Young, on [hr@watershed.co.uk](mailto:hr@watershed.co.uk) (we will not ask you to disclose your background).

We believe our work will be stronger with greater diversity and welcome applications from those who bring difference to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

### **Timeline**

The closing date for all applicants is: **5pm on Wednesday 9 June 2021**.

We will contact all long-listed candidates by: **5pm on Thursday 10 June 2021**.

To broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria for a short online interview on Zoom during **14 and 15 June 2021**. This will be an opportunity for you to ask us more about the role, and for us to hear more about your you.

We will then hold second interviews on **Friday 25 June 2021**.

Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Thank you for your interest in Watershed.

**Chris Warren**  
**Head Chef**

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<b>Position:</b>	Kitchen Porter (maternity cover)
<b>Contract:</b>	Full-Time (maternity cover for 12 months or upon return of the permanent post holder)
<b>Grade:</b>	6
<b>Responsible to:</b>	Head Chef
<b>Responsible for:</b>	N/A

### Purpose of Job

To assist the Head Chef and Kitchen Management to maximise the business potential of the Catering operation through effective delivery of an excellent customer experience.

A Kitchen Porter will be expected to uphold Watershed business values, be an excellent team player and complete tasks to a high standard to ensure that Watershed remains the most welcoming and inclusive Bristol city venue for social, business and creative meetings, and that catering continues to generate a financial contribution for Watershed

### Principal Responsibilities

- Under the supervision of the Chef's support the daily preparation of food to meet Café Bar and Events requirements;
- Under the supervision of the Senior Chefs, maintaining systems regarding quality, stock control, portion control and minimising wastage;
- Ensure kitchen areas and equipment are maintained to the highest possible standards of cleanliness and safety and report maintenance issues;
- Support the Chefs by ensuring food deliveries are checked, handled and stored correctly;
- Supporting the Chefs by ensuring critical control point records are maintained;
- Complete cleaning duties as required in line with agreed procedures and policies;
- Work with all members of the kitchen team to ensure standards and good working relationships are maintained;
- Actively support, encourage and have an awareness of general Watershed activities;
- Comply with all hygiene, health and safety regulations relating to food and catering establishments

### Key Performance Indicators

- Complies with department cleaning requirements and standards;
- Ensures relevant critical control points are monitored and recorded;
- Ensures kitchen areas and equipment are clean and safe and communicates maintenance issues;
- Delivers a high standard of food production and minimises wastage;
- Is an active and supportive member of the Kitchen team;
- Complies with hygiene, health and safety regulations at all times.

### Person Specification

#### Skills & Experience

- Proven experience of delivering excellent customer service within a catering environment;
- Excellent interpersonal skills including working as part of a team;
- Demonstrates an understanding of stock/cost control systems;
- Able to prioritise work and work on own initiative;
- Adept handling and coordination skills in use of equipment such as hot and cold beverage dispensers, kitchen machines.

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- Adept at engaging with customers and staff with excellent communication skills and inter personal manner.

### Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

<b>Inclusive</b>	We are people led. We listen to and engage with the broadest range of people.
<b>Open and Honest</b>	We provide a culture and environment that is trusting, trusted and trustworthy.
<b>Make Things Happen</b>	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
<b>Entrepreneurial</b>	We are inventive, try new ideas, experiment, learn and share.
<b>Celebratory</b>	We celebrate culture, creativity and wonder.

### Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.
- Watershed is a COVID-secure environment working to Government guidelines to ensure that the workplace is safe for our employees



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.