BURTON ALBION FC

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JOB DESCRIPTION

JOB TITLE	Kitchen Porter
LOCATION	The Pirelli Stadium, Princess Way, Burton-on-Trent, DE13 0AR
REPORTING TO	Head Chef
CONTRACT	Permanent, full-time (part time considered)
DIRECT REPORTS	n/a
JOB TYPE	Standard working week of 40 hours. Work required outside of normal office hours, at weekends, evenings and public holidays for matches and events. Time given back in lieu.

Job Summary

The post holder will carry out food preparation and food production duties; working closely with the Head Chef and Sous Chef. They will also be responsible for maintaining and managing the highest levels of health & safety, & hygiene standards and ensuring that the Food Safety Management is to the highest standards.

Role Responsibilities

- Assist with food delivery, checking and storing provisions, and support monthly stock-taking with the Head Chef/Sous Chef.
- Prepare food according to standard recipes and ensure proper presentation, portion control, and service methods.
- Maintain cleanliness and hygiene across all kitchen and service areas, including daily cleaning, deep cleans, stocking cleaning products, emptying bins, and ensuring crockery, utensils, and equipment are clean and stored correctly.
- Receive daily deliveries, log temperatures, and distribute stock around the stadium for matches and events.
- Ensure safe storage and handling of deliveries and equipment to prevent hazards.
- Support other departmental duties as requested by the Head Chef and contribute ideas to improve catering services.
- Communicate effectively with other chefs and assist the team in a positive, flexible, and friendly manner, including out-of-hours events.
- Use equipment safely, report faults, and maintain cleaning schedules and records as required.

Special Features:

- Whilst the Club is an equal opportunities employer, please note that this role requires a level of fitness suitable for being on your feet during matches/events; lifting and carrying of food and beverage items and equipment whilst supporting facilities for events.
- All employees may be required to undertake any other duties as may be reasonably requested.

Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

Safeguarding Responsibilities

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance.
- This position required a DBS check due to the nature of the work involved.

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

Qualifications/Experience/Knowledge

- Previous experience of working within a busy hotel, restaurant, or commercial kitchen.
- Functional Level 2 English

Person Specification – Skills/Abilities

- Excellent time management – being both reliable and punctual
- Resilient, flexible and a positive attitude
- Team Player – expected to work well and communicate effectively within the team
- Ability to work without supervision when needed

Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the upmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give) whether cautions / convictions should be disclosed as part of their application.