



VACANCY
Kitchen Porter
Full Time, Permanent

As a founder member of the Football League (EFL), Bolton Wanderers is a football club that is internationally renowned, having played in all four professional leagues of English football, as well as winning the FA Cup on four occasions.

Following the acquisition of the club in 2019, Football Ventures (Whites) Ltd owns Bolton Wanderers as well as Bolton Stadium Hotel and stewardship of Football Ventures is working towards an exciting and sustainable future. We pride ourselves on doing things differently, with ambitious plans to progress the club in a pragmatic, authentic and inclusive way.

We now have a fantastic opportunity for a passionate individual to join us and be part of the journey as a Kitchen Porter.

As an equal opportunities employer, Bolton Wanderers Football Club is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

BWFC seek to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers have a safeguarding responsibility to all work colleagues, fans and any vulnerable adults and children.

If you think you would be suitable for the role, please email your CV and a covering letter to hr@bwfc.co.uk

Closing date for applications: Tuesday 12th September at 5pm

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Job Description

Job Title	Kitchen Porter	Contract Type	Permanent
Reporting To	Executive Chef & Senior Kitchen Porter	Department	Stadium Kitchen
Location	Toughsheet Community Stadium	Responsible for (if manager)	N/A

Role Purpose

To support your department in delivering a high quality service to the customers. To maintain a clean and safe environment within the kitchen, ensuring all cleaning schedules are adhered to.

Main areas of responsibility

- To ensure you are briefed/check the notice board at the beginning of each shift to ensure you are aware of your duties to be completed.
- To maintain excellent standards of cleanliness and organisation within kitchen and wash up areas – ensuring all equipment stored correctly.
- To complete work as allocated including, pot wash and general cleaning of the kitchen and kitchen equipment and machinery as instructed by chefs.
- Movement of equipment and food around the building for events and match day as required in conjunction with kitchen team.
- To undertake any other duties as deemed necessary within the Kitchen.
- To comply with all legal requirements in respect of health, safety and welfare of all members of staff and customers.
- To respond swiftly and positively to any business or guest needs if either communicated from manager or identified your self.
- To maintain a hygienic and well-ordered work area at all times.
- To provide a cleaning service to the kitchen including daily and weekly cleaning, ensuring all cleaning is carried out to legal requirements.



- To ensure kitchen products/food deliveries are accepted and stored in accordance with company guidelines.
- To comply with company waste procedures.
- To identify and report any maintenance requirements or potentially hazardous situations.
- To comply with all legal requirements in respect of health and safety and welfare of all members of staff and customers. Including attending COSHH training and practising safe working habits.
- BWFC seek to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers has a safeguarding responsibility to all work colleagues, fans and any vulnerable adults and children.
- Be an ambassador of the Group, providing excellent customer service at all times whilst portraying a professional image.
- Perform other duties as required, which are considered relevant to the post and to the objectives of the Group as identified by the Executive Chef or Senior Kitchen Porter.
- Treat all colleagues as customers ensuring respectful positive outcomes across communications.
- Adhere to and abide by all BWFC policies, procedures and guidelines especially remembering responsibilities to others under Equal Opportunities, Health and Safety, Equality and Diversity.
- This post is subject to a DBS disclosure.

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Person Specification

Job Title: Kitchen Porter

	Essential Requirements	Desirable Requirements
Qualifications		
Experience		<ul style="list-style-type: none">• Previous role in a similar role• Experience of working in a busy kitchen environment.
Knowledge, Skills and Qualities	<ul style="list-style-type: none">• Resilience and problem solving attitude.• Strong organisational skills.• Ability to effectively prioritise work.• Attention to detail.	

