

Role Profile: Kitchen Porter

Location: Compton Verney Art Gallery & Park

Salary Rate: £12.20 per hour + benefit

Department: Commercial

Report to: Head Chef

Contract Type: Contract 37.5 hours

Travel/Base/Working Patterns: This position will require some weekend and evening working but majority daytime working (9:00-17:00pm). Rural location with very limited public transport

Closing Date:

Interviews:

Compton Verney Art Gallery and Park – Art, Nature and Creativity

Step out of the ordinary at Compton Verney with 120 acres of art, nature, and creativity. An extraordinary place filled with inspiration and imagination, outside and in - this is a place of endless possibilities. It is an award-winning gallery, based in a Grade I-listed Georgian mansion amidst 120 acres of Grade II-listed Lancelot 'Capability' Brown parkland in Warwickshire. With six permanent collections (Naples, Northern European Art 1450-1650, British Portraits, Chinese, British Folk Art & The Marx Lambert Collection) and a schedule of thought-provoking changing exhibitions and events both outdoors and in. It is an accredited museum, and a registered charity.

For more information about Compton Verney, visit: www.comptonverney.org.uk [Twitter @ComptonVerney](https://twitter.com/ComptonVerney) / [Facebook /ComptonVerney](https://www.facebook.com/ComptonVerney) / [Instagram @Compton_Verney](https://www.instagram.com/Compton_Verney)

OVERALL PURPOSE OF THE POST

This new role at Compton Verney is responsible for:

- Checking and storing deliveries ensuring correct quality and quantities
- Filling in temperature charts and other paperwork required for the post
- Rotating stock
- Covering the pot wash and dish washing areas
- Assisting in food preparation
- Additional duties as required

In addition to being a café during the day, the space may also be used as a VIP reception area for Private Viewings in the evenings. These are envisaged to occur approximately four times per season and will involve providing drinks and canapés to invited guests.

KEY RESPONSIBILITIES AND TASKS:

Hygiene Maintenance

- Ensure all pots are washed correctly and the dishwasher is continuously loaded and unloaded.
- Ensure all kitchen areas are clean and tidy
- Rotate stock
- Fill in appropriate paperwork
- Check all deliveries, dates, quality, packaging
- Follow all procedures

Food production, preparation and service

- Assist with the preparation and presentation of food which will encourage visitors to buy and enjoy their meals
- Ensure that the kitchen and café areas are clean, tidy and attractive during opening times
- Ensure food is prepared and served promptly
- Work quickly enough to keep up during busy periods
- Ensure portion control, preparation and storage methods avoid wastage and keep down costs

Customer service and satisfaction

- Greet all visitors and always be polite and friendly
- Deal with individual customer requests
- Listen to customer remarks politely and make sure follow up action is taken

Flexibility / Initiative

- Be prepared to help the team with other duties when necessary
- Identify where you need to change your own activities to meet different circumstances
- Identify and liaise with the Catering Manager regarding ways to improve work activities or reduce costs

Teamwork

- Contribute as an effective member of the team, assisting others where necessary in a willing and positive manner

Health and Safety

- Ensure you meet all legal and organisational requirements for fire, safety, health and hygiene
- Look out for problems with safety or hygiene and report them to the Catering Manager

PERSON SPECIFICATION

Essential qualifications, attributes, knowledge and skills:

- Enthusiasm for meeting and working with a wide range of visitors
- Effective team worker
- Effective and pleasant personal manner without being over familiar
- Good interpersonal and communication skills
- Proactive attitude and a willingness to contribute within a busy team
- Willingness to undertake training when necessary

Desirable qualifications, attributes, knowledge and skills:

- Experience of dealing with customers in a face-to-face environment
- A food lover, who wants to deliver good quality food and drink

Work related circumstances

- Willingness to work flexible hours
- Willingness to comply with a non-smoking policy

What we offer

At Compton Verney we connect people with Art, Nature and Creativity. We are the leading visual arts destination in the heart of the country. We trigger positive change for artists, audiences and communities by encouraging play, inspiring debate and bringing people and ideas together

We're working hard to create an inclusive culture, where everyone feels they belong and a warm, welcoming and respectful culture for staff, volunteers and visitors so it's important that our people reflect and represent the diversity of the communities and audiences we serve. We welcome and value difference:

- Pension scheme of up to 6% basic salary
- Staff Membership and Discount
- Charity workers discounts i.e. gym memberships, shopping discount codes, insurance discounts
- Holiday allowance up to 28 days relating to length of service
- Flexible working whenever possible
- Access to a wellbeing portal, App and Employee assistance programme (EAP)
- Free parking
- Eyecare Vouchers
- Life Assurance
- Signed up to More than a Moment Pledge
- Training and Development opportunities

How to apply

Please complete the application form along with your CV and a covering letter expressing why you are suitable for the role, referencing the job description and person specification to us via:

https://recruitment.evaluation.com/public/recruitment_post?id=OUFIMkNrbStQejR5MzRPYUN6aWpVdz09&org_id=T0VZYUyNDhaak41cnM4UjYxa3prdz09

If you have any questions or need any additional support with your application, please contact comptonverneyhr@comptonverney.org.uk

Our Mission, Vision, Purpose and Values

The infographic is set against a bright orange background. It features several decorative elements: a dark green arrow pointing right in the top left, a teal shape on the right side, and a pink shape in the bottom left. The text is arranged in a vertical column, with each section heading in large, white, sans-serif capital letters. The content is as follows:

**COMPTON
VERNEY**

MISSION
We connect people with art, nature and creativity

VISION
Compton Verney is the leading visual arts destination in the heart of the country
We trigger positive change for artists, audiences and communities by encouraging play, inspiring debate and bringing people and ideas together

PURPOSE
Compton Verney is an extraordinary, eclectic and creative high-quality experience. A place for the curious that inspires, delights, challenges and rejuvenates

VALUES

- COLLABORATIVE**
We are collaborative, working with artists, audiences and communities; exploring the historic and the contemporary, the indoor and outdoor.
- SUSTAINABLE**
We harness opportunities to be environmentally sustainable and are always responsible
- BOLD**
We are bold, purposeful and confident and think, make and learn
- INCLUSIVE**
We are inclusive, creating a warm, welcoming and respectful culture
- FUN**
We are fun and want everyone to have a great experience of Compton Verney.