

Lyric

KITCHEN PORTER (CASUAL POSITION)



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinue Craig. Photo by Helen Maybanks.



Tripti Tripuranani as Mrs Lahiri. Anjana Vasan as Niru in *A Doll's House*. By Tanika Gupta. Directed by Rachel O'Riordan. Photo by Helen Maybanks.



The Lyric Roof Garden

"The Lyric ...it's simply a theatre that thinks for itself." A.A. Milne

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future.

A local theatre with a national impact: The Lyric - 125 years young

Work with integrity and respect

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

Every day we learn and grow

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

Be ambitious and action-focused

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

Serve our West London community

We are here for the people of West London, every decision we make and action we take should benefit our community.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** or **CV** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** or **CV** and **equal opportunities monitoring form** by email to jobs@lyric.co.uk.

We are accepting applications on a rolling basis.

Phase One: Interview. It is intended that short listed candidates would be invited for interviews

Phase Two: Trial. Short listed candidates will be invited to take part in a paid trial shift in our kitchen. The date and times of these will be agreed with each candidate at a mutually agreeable time.

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative.

DESCRIPTION FOR THE POST OF KITCHEN PORTER

RESPONSIBLE TO:	Head Chef & Chef de Partie
CONTRACT:	Casual, zero hours position
RATE OF PAY:	£9.70 per hour
HOURS:	Our operational trading hours are 12.00-23.00 Monday – Saturday. Rotas will be drawn up in advance, based on the post-holder's availability. Hours can include early mornings, late evening and weekends. Minimum shift length of 3.5 hours.
HOLIDAY:	Holiday pay will be paid periodically alongside wages and will be calculated on a pro-rata basis, based on the standard holiday entitlement of 28 days per annum for full-time staff.
NOTICE PERIOD:	1 week
OTHER BENEFITS INCLUDE:	No Sunday working. Confidential Employee Assistance Programme, supporting staff mental health and personal concerns. Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Commercial team consists of:

- Commercial Director
- Bars & Catering Manager
- Assistant Bar & Catering Manager
- Head Chef
- Chef de Partie
- Kitchen Porter (casual position) – this role
- Events & Hires Manager
- Hires & Booking Assistant
- Visitor Services Manager
- Duty Managers
- Head Ushers, Ushers and Bars & Catering team

MAIN PURPOSE OF THE POSITION

The Kitchen Porter is primarily responsible for ensuring kitchen cleanliness, basic food preparation, and maintaining kitchen organisation. They are an essential part of the Catering team.

KEY RESPONSIBILITIES

Operational Responsibilities:

- Ensure the aesthetic standards of presentation of the kitchen and the pass are excellent at all times from all areas of the restaurant
- Ensure that the kitchen is clean and cleaning rotas are being used properly and that records of cleaning are kept for due diligence
- Work within the requirements under Environmental Health regulations such as Food Hygiene, COSHH and HACCP
- Abiding by the Health & Safety Policy and Food Safety Management Systems in the kitchen including all related paperwork checks and record keeping, as requested by the kitchen management team
- Maintain excellent levels of personal hygiene and presentation standards
- Be hands on and present during service periods
- Adhere to the correct product storage, stock rotation, as set out by the kitchen team
- Action the correct product storage stock rotation to maintain a high standard of food quality
- To be a team player at all times and be prepared to be flexible in order to ensure that all operations are always as guest-focused, efficient and profitable as possible

Kitchen Equipment and Spaces:

- Maintain all kitchen equipment in a clean and orderly state
- Monitor all equipment and report any maintenance issues in cooperation with the kitchen management team
- Assist in accurate record keeping, security and safe storage of all relevant deliveries
- Assist with the storage and careful use of all kitchen supplies
- Work with the kitchen team to minimise waste of gas, water & electricity

- Proactively prepare the kitchen, with other team members, for trade before each shift in line with guidance provided by the Head Chef and Sous Chef

Communication & Presentation:

- To be a team player at all times and with a flexible manner in order to ensure that all operations are as guest-focused, efficient and profitable as possible
- Develop strong team relations via open communication between all members of the restaurant team both front and back of house
- To be correctly dressed in a clean uniform at all times
- To be consistently punctual for all scheduled shifts
- Ensure the aesthetic standards of presentation of the kitchen are excellent at all times from all areas of the Lyric Bar

General

- To regularly attend Lyric Hammersmith Theatre shows and other events, including press nights and development events
- Attending internal and external meetings as required
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- To work at all times in accordance with the Lyric's Green Policy and ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Bars & Catering Manager as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Essential skills

- Experience of working in a busy kitchen environment
- Experience of stock rotation
- Experience of/or training in working to HACCP and COSH regulations
- Experience in working within Health and Safety regulations
- A passion for food
- Confident, hands on and can-do attitude
- Ability to contribute as a member of a team, and work autonomously
- Commitment to the Lyric's ethos of inclusivity

Desirable skills

- Level 2 Food Safety in catering
- Level 2 Health and Safety
- Experience in environments that cater for event and conference catering
- Experience in environments that cater for café catering

EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion. The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

LYRIC CONTACT DETAILS

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk.

We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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