

## Job title: Partnership Hotels - Kitchen Assistant/Porter, Odney

<b>Location:</b> The Odney Club	<b>Profession:</b> Catering - Hospitality
<b>Reports to:</b> Executive Chef - The Odney Club	
<b>People Management:</b> No	
<b>Assignment Management:</b> No	
<b>Partnership Level:</b> Partnership level 10	<b>Manager's Partnership level:</b> Partnership level 8
<b>Number of direct reports:</b> None	<b>Partnership level(s) of direct reports:</b> None

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

### Critical purpose of the role

As part of the kitchen team, you'll ensure the kitchen and equipment is clean and meets food safety standards. You'll also help with simple food preparation, manage deliveries, complete cleaning schedules, and check kitchen equipment temperatures. Your efforts will help the department operate efficiently and profitably, supporting your personal and professional goals, as well as those of your team and the hotel.

Primary Outcomes & Accountabilities	Measures of success
<p>Represent our brand well by always giving guests and team members excellent service.</p> <ul style="list-style-type: none"> <li>Operating the dishwasher, cleaning all pots, pans &amp; cutlery.</li> <li>Taking delivery of daily food stock orders</li> <li>Assisting with lunch and basic food prep.</li> <li>Chopping vegetables and preparing sandwiches.</li> <li>Understanding use of chemicals, food prep policies, and safe use of knives, PPE</li> <li>Intensive clean down of the kitchen and all equipment</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with Food Safety and Partnership procedure</li> <li>Accuracy of deliveries against delivery notes to minimise loss.</li> <li>Good stock rotation to minimise wastage.</li> <li>Achieve the business standard for product knowledge and expertise.</li> <li>Be open to feedback from both team members and guests about the hotel's food and how it's presented.</li> <li>Recognise that your work impacts the hotel's inspection pass rate, specifically concerning the quality and presentation of its food.</li> </ul>

- Correct storage and cleanliness of food – following the checklist of food standards.
- Supporting the implementation of changes to ensure continuous innovations and improvements are made within the department.
- Act in line with the Partnership's goals and democratic rules, working together as co-owners, and showing customers and colleagues that this is a better way to do business.
- Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.
- Keep learning and growing in your job and as a person. Look for ways to do more, do better, or do things differently. Always be involved and share your knowledge in your profession
- Value the diverse experiences people bring to the Partnership, as this helps us make fairer and better decisions

**Skills**

- Self-motivated/ Industrious
- An interest in food and its creation, along with a natural flair for creativity
- Ability to understand and follow food safety rules and health and safety guidelines

**Qualifications & Experience (where applicable)**

Essential: N/A

Desirable: Level 2 Food Safety, Experience of working in a professional kitchen

Version	Created/updated by	Date
2.0	<i>Hotels Recruitment Administrator</i>	29/06/23
3	<i>Hotel General Manager - Bala</i>	02/11/25