



Job Description: Sodexo Live!

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| Function: | Catering/Portering |
| Position: | Kitchen Porter |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | BOH Manager |
| Additional reporting line to: | Executive Chef |
| Position location: | BHAFC |

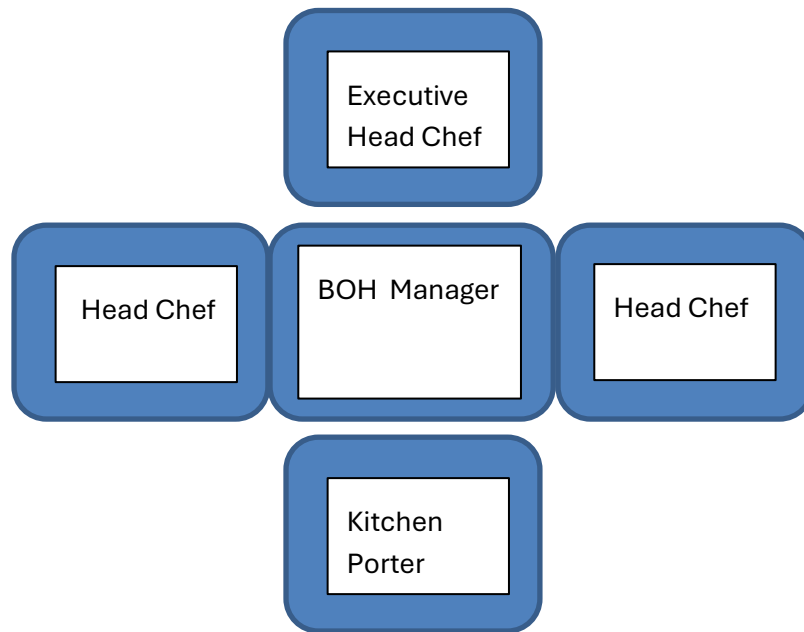
1. Purpose of the Job – State concisely the aim of the job.

To support BOH manager and senior chefs in ensuring all BOH kitchens are clean, organized and stocked with equipment, per event.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- This role is for the Kitchen Porter at Sodexo Live! BHAFC in which you will be reporting directly to the BOH Manager ensuring BOH cleanliness and stock areas ensuring that all areas are maintained and BOH team are working safely and in line with organisational policy.
- Within the role you will be multi-tasking and working in a large-scale events venue with a diverse range of events running simultaneously.

3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Support the BOH Manager to maintain cleanliness and storage of stock and equipment for a range of events.
- Working alongside a casual and transient workforce.
- Diverse operations and multiple events running simultaneously.
- Managing Client/ Customer satisfaction and expectations through maintaining a high level of standards.

- **5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Follow Instructions from BOH Manager & Senior Chefs
- Wash dishes, pots, pans utensils and kitchen equipment.
- Adhere to Food/Health & Safety systems.
- Keep BOH areas at High level of cleanliness.
- Remove Kitchen Waster/Recycling from Kitchens and ensure It is disposed of correctly.

- **6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Operational Standards on all Matchday events, C&E
- Kitchens & BOH areas clean, organized and restocked
- Health & Safety utilizing Sodexo's systems

- **7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Well-developed verbal, non-verbal, presentation and communication skills
- Experience in Kitchen portering
- Manage multiple workloads and shifting priorities
- Self-motivated and able to work on own initiative
- Demonstrate resilience when faced with conflicting business challenges
- Demonstrate positive working relationships with Permanent and Temporary staff

8. Management Approval – To be completed by document owner

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| Version | 1 | Date | 02/01/2026 |
| Document Owner | LM-L&D-BHAFC | | |

9. Employee Approval – To be completed by employee

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| | | | |
| Employee Name | | Date | |