



Waddesdon Manor Job Description

Job Title: Kitchen Porter/Food Preparation, Five Arrows Hotel and The Dairy	
Managed by: Karl Penny, Head Chef	
Department(s): Five Arrows Hotel & Private Events	Location: The Five Arrows Hotel, Aylesbury, Bucks HP18 0JH The Dairy, Queen St, Waddesdon, Aylesbury HP18 0JW

Overall Purpose:

The Five Arrows Hotel and the Dairy are situated in the Buckinghamshire village of Waddesdon, part of the Waddesdon Manor Estate, built by Baron Ferdinand de Rothschild in the 19th Century.

The hotel is a Grade II listed building, located near the gates of the Manor, built on the site of an old coaching inn and originally used to accommodate the architects, craftsmen and artisans working on the Manor itself.

The Dairy is a private lakeside building on the wider Waddesdon Estate, for over 100 years it was the country retreat of the Rothschild family. Now it is an exclusive use venue available for weddings, parties, meetings and events.

Today Waddesdon Manor is owned by the National Trust and a large part of the upkeep of the property is funded by commercial activity through Rothschild Waddesdon Limited, the Manor's trading company which includes both the Hotel and Dairy.

Our Kitchen Porters play a huge role in maintaining an efficient kitchen within these two busy venues, making sure everything is clean, tidy, safe and hygienic. The role provides vital support to our chefs.

Outline of Role:

Key responsibilities:

- Maintaining and ordering sufficient cleaning supplies
- Taking pride in maintaining the highest standards of cleanliness and hygiene with a focus on sinks and work surfaces
- Working within the requirements of the hygiene Licensing Laws
- Working within company guidelines to always achieve high standards
- Helping with basic food preparation



Knowledge, Experience & General Attributes:

- Passionate about working in hospitality
- Great attention to detail
- The ability to carry out tasks quickly
- The ability to remain calm under pressure
- The ability to follow instructions
- Reliable and hard-working
- A good team player

Terms & Conditions:

- Salary:** Minimum wage plus a share of the discretionary service charge
- Hours:** Minimum of 37.5 hours. These will be a combination of three straight shifts and two split shifts. Additional hours may vary week to week to meet the needs of the role but cannot be guaranteed. However, there will be an expectation for you to work these hours providing sufficient notice is given to you by your line manager
- Holiday:** 25 days per annum, increasing to 28 days after three years service and 30 days after ten years service. Your holiday will be based on the hours you work and includes public holidays.
- Other:** National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.
- Matched company pension scheme up to 10% of salary.