

## Job Description

<b>Job Title:</b> Kitchen Porter	
<b>Managed by:</b> Chef de Partie	
<b>Department(s)</b> Five Arrows Hotel & Private Events	<b>Location:</b> Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of ‘Rothschild style’.

Visitors today can still see Ferdinand’s unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Over 300 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

The Five Arrows’ name is derived from the Rothschild family emblem of a shield surmounted by five arrows, pointing upward and tied with a ribbon. Built in 1887 as part of Waddesdon Estate by Baron Ferdinand de Rothschild it was originally used to accommodate the architects, craftsmen and artisans working on the Manor itself. It was designed by architect/builder, James Taylor, who lived locally in Bierton; in his own “authentic” English style of half timbering, elaborate Elizabethan chimney stacks, and wrought ironwork. Architecturally it is one of the most striking buildings in the village.

The Hotel and Private Events business, with 38 permanent members of staff, are managed by the trading company Rothschild Waddesdon Ltd, and all profits are returned to the Rothschild Foundation, a UK registered charity, for the upkeep of Waddesdon. The charity supports arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate, and through the support of Waddesdon Manor.

The Hotel and Events Head Chef is also responsible, in part, for the food at the Hotel, and for any private functions held in other areas of the Waddesdon operation. This will be supported by the kitchen team, which includes the Sous Chef, Chef de Partie and Kitchen Porters.

### Terms & Conditions:

<b>Contract Type:</b>	Permanent full time with the Rothschild Foundation
<b>Hourly Rate:</b>	£16,500 per annum plus a share of the discretionary service charge
<b>Hours:</b>	40 hours per week, on a seven day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks). If additional hours are required these will be paid as overtime.
<b>Annual Leave:</b>	From start date, 33 days (including public holiday) After three full years of service: 35 days (including public holidays) After five full years of service: 37 days (including public holidays) After ten full years of services: 38 days (including public holidays)
<b>Benefits:</b>	20 % staff discounts in our on-site Restaurant and Shops. Matched company pension scheme up to 10% of salary. Beautiful location working within the charity and heritage sector. Free parking.

### Key responsibilities:-

The main areas of responsibility for the Kitchen Porter

- 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

This list is not exhaustive and additional duties may be required by the management team.

### Skills and Experience

#### Essential

- 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

#### **Desirable**

- Ideally previous experience in a similar position, preferably in a hotel or banqueting environment
- Understanding of food hygiene and health & safety

#### **Application Process**

- Closing date for applications is 11 pm on Wednesday 26 June 2019
- Please submit your CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)
- Interviews to be held week commencing 1 July 2019