

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Food and Beverage/ Culinary Operations

Head Kitchen Porter

REPORTS TO: Head Chef – Sports and Entertainment

DIRECT REPORTS: Kitchen Porters, Casual workforce x 10

JOB PURPOSE

Support the Head Chef and sous chef to deliver and ensure the effective hygienic, safe delivery operations from goods in, product delivery to FOH equipment requirements for the culinary and Food and beverage operations team. Deliver high standards of service and cleanliness across the campus and ensuring efficient and safe working practices to deliver exceptional guest experiences. Lead, develop, and motivate the Sports and Entertainment kitchen porter team while maintaining compliance with HACCP, COSHH, food safety and operational standards.

MAIN DUTIES AND RESPONSIBILITIES

- Implement consistent standards of food service and equipment deliveries in line with client and company expectations.
- Collaborate with the Head Chef to ensure food quality and presentation standards are met.
- Support the development and execution of all Sports and Entertainment food and equipment delivery and cleanliness.
- Ensure kitchens and food service areas are hygienically cleaned daily and logs and records are all completed to present a full HACCP compliant and presented according to SOPs, maintaining consistency.
- Manage stock control systems and liaise with the Culinary and FOH service teams.
- Recruit, train, and motivate the kitchen team in collaboration with the Head Chef and sous Chef.
- Implement strategies to support the facilities team in the safe movement of waste and ensure all controls are followed
- Ensure administrative duties are completed within deadlines.

- Ensure correct operation and cleaning of all machinery and kitchen equipment.
- Maintain high standards of cleanliness across all kitchen areas.
- Ensure compliance with all relevant legislation including Health & Safety, Food Safety, Allergens, Coshh, Environmental Health, and Fire Precautions

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

- Direct line management of team members, salaried and casual workforce
- Ensure staff are adequately trained, briefed, and motivated to deliver high standards.
- Delegate tasks effectively, set goals, and monitor performance.

STRATEGIC RESPONSIBILITIES

Not applicable for this role

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised, and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Food Safety Level 3, COSHH, Allergen Management, HACCP, Safe Chemical	Essential	Application
EXPERIENCE	Proven experience in Hospitality kitchen or cleaning environment	Essential	Application and Interview
SKILLS & KNOWLEDGE	Food safety compliance, HACCP, Waste, Chemical use	Essential	Application and Test
KEY ATTRIBUTES	Resilience under pressure, high energy , team player	Essential	Application and interview

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date