



Job Title	Senior Kitchen Porter The Silverstone Experience
Reporting To	Head Chef
Department	Catering

Job Purpose

To manage and take ownership for the Health & safety and Hygiene of the kitchens across the site, enabling Silverstone to become a nationally recognised, family focused and financially successful leisure destination with motorsport at its heart.

Key Responsibilities

Administration

- Discuss with the senior chef team the schedule of work and plan of action to be carried out daily to complete the day's events to a high standard and in a timely manner including staffing levels.
- To complete the Haccap and H&S paperwork with the porters.
- To attend weekly meetings as required.
- To ensure effective cost control is applied throughout the kitchens and the target GP is hit or exceeded.

Operational

- To Manage the porter operation throughout the site in accordance with the senior team instructions
- To manage the daily, weekly and monthly cleaning tasks throughout the operation
- To undertake any other duties or training as required that are commensurate with the general level of responsibility for this post.
- To use stock in an effective way with correct stock rotation followed.
- To help with stock taking monthly as instructed by the head chef
- To ensure all procure wizard systems are kept up to date and relevant and all delivery data and receipts are logged
- Coordinate the opening & closing procedures, for kitchen service areas kitchen areas as required.
- To liaise with logistics and kitchen team to ensure the safe and timely delivery and movement of food around site.

Silverstone Circuits Ltd

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom
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Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



- To report and take ownership of any Health & safety issues and get them resolved in a timely manner
- To assist and be part of the monthly food safety audit
- To Report and take ownership of any maintenance issues and get them resolved in a timely manner

Health & Safety

- To complete all kitchen admin as instructed which includes all haccap information which is completed in the area of work daily.
- To have a good understanding of COSHH and brief staff as required.
- To maintain a clean and tidy workplace at all times in compliance with current Food Safety and Health & Safety Laws.
- To adhere to rules and best practice of Hygiene, Health and Safety at all times to ensure full compliance with all relevant current legislation.

Knowledge, Skills & Qualifications

- Self-motivated with a willingness to learn and progress in career.
- To hold a current food hygiene certificate
- When working in a kitchen environment, be of a well-groomed appearance and with relevant clean uniform, suitable foot ware.
- Able to communicate effectively with other staff and customers.
- Flexible to working hours subject to the demands of the business with the able to work in a busy environment under pressure.
- Full clean UK driving licence.
- General I.T skills
- Demonstrate good leadership skills with the ability to lead by example and control a kitchen environment.
- Demonstrate high COSHH and HACCP understanding and communicate this with other staff.
- Cost awareness and ability to operate the kitchens under financial guidelines.

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