



Job Vacancy Information Pack

Post: Wilds Bistro Kitchen Porter

Job Reference: EX400 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Wilds Bistro at The Yorkshire Hive

Wilds Café-Bistro is an exciting new contemporary destination at the Yorkshire Hive. Our informal Café-Bistro with a buzzing atmosphere is open from morning till late. Delicious breakfast, lazy lunches, afternoon tea and dinner or just a coffee and cake, there is something for everyone, at any time. It offers a relaxing pause in the day for visitors to the Wildlife Park or the Hive, or a casual dining venue in the evening for an inviting atmosphere and great service, for an inspirational signature dish in the bistro, or a snack at the bar or on the sunset terrace overlooking the Park.

Wilds Café-Bistro is open to visitors to the Hive, to the Yorkshire Wildlife Park and is the main restaurant for guests at the Hex Hotel.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email to recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title: Kitchen Porter
Reporting to: Kitchen Manager
Department: Wilds Bistro

Primary Responsibilities

- Keeping all pots, pans and kitchen utensils clean and in order
- Maintaining a supply of crockery and cutlery for the kitchen, pass and restaurant
- Managing store rooms and cold rooms
- Operation of dishwashing facility
- Maintenance of a clean & tidy cooking environment
- Assisting with Daily, Weekly and Monthly cleaning Schedules
- Assisting with the operation of a stock rotation system

Key Work Objectives

- Passionate about delivering a fantastic food experience for our guests
- Be an integral part of a large team, working towards the same goal
- Maintain a safe and secure environment for guests and employees
- Maintain a professional attitude, in terms of conduct and appearance

General

- Eager to be part of the exciting opening process of a truly unique restaurant experience.
- Able to work during peak periods, i.e., evenings, bank/school holidays.
- Enjoys working in a fast-paced customer facing environment, and have good stamina



Job Specification

Job Title:	Kitchen Porter
Reporting to:	Kitchen Manager
Working Hours:	There are both full time and part time vacancies available. Hours will be scheduled in accordance with business requirements and may include evenings, weekends and bank holidays (please indicate in Section 5 of the application form your weekly hours preference)
Salary:	£4.70 - £9.00 gross per hour (age dependent)
Contract:	Permanent

Main Duties & Responsibilities:

- Working as a team member in a busy kitchen environment
- Storing food to the specification received from the kitchen manager.
- Maintaining a clean and tidy environment

Candidate:

The ideal candidate will have previous kitchen experience in a restaurant, although this is not essential as training will be given.

Start Date: As soon as possible

Closing date for applications: The vacancy will close once we have received a sufficient amount of applications

Interviews to be held: Dates to be confirmed



Person Specification

JOB TITLE: Kitchen Porter

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Working in a restaurant kitchen	D
Working in a busy, fast-paced environment	D
Skills/ Abilities	
Able to think on feet	E
Able to measure items accurately	D
Able to carry a wide range of items, some heavy	E
Able to understand and follow direction	E
Ability to work flexible hours including evenings, weekends, and holiday periods	E
Knowledge	
Kitchen Health & Safety	D
Kitchen Due Diligence	D
Qualifications	
GCSEs or equivalent	D
Level 1 Food Hygiene	D