

# JOB DESCRIPTION

|            |                          |
|------------|--------------------------|
| POSITION   | Event and Kitchen Porter |
| REPORTS TO | Catering General Manager |
| DEPARTMENT | Food and Beverage        |
| CONTRACT   | Annualised               |

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

#### COMPANY CONFIDENTIAL

0141 420 5000 | glasgowsciencecentre.org  
50 Pacific Quay | G51 3EA

## ROLE PURPOSE

To support the delivery of events and all catering outlets at Glasgow Science Centre (GSC).

## KEY RESPONSIBILITIES

- To assist your line managers in the delivery of all aspects of the Food and beverage provision at GSC
- To aid set up and breakdown of events within the GSC
- To set up event spaces to the specifications of the function sheets.
- To ensure events rooms are set up to a high standard according to guest requirements before they arrive
- To maintain equipment stores, keeping them clean and organised
- To work at events back of house clearing all areas and helping with breakdown
- To on occasion work front of house clearing tables and drinks stations
- To wash and put away all cutlery/ crockery organise hire items post event
- To clean and tidy café and equipment as required in accordance with the kitchen cleaning schedules.
- To receive deliveries and distribute to the designated area, checking temperatures and condition of goods in accordance with GSC Food Hygiene/ health and safety standards.
- To present yourself in a clean and professional manner in accordance with food hygiene ensuring uniform is washed and pressed and worn correctly.
- To constantly work within the guidelines of GSC's Food Hygiene standards.
- To attend briefing and training sessions as required. To implement the GSC 5-star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the guidelines of GSC's Health and Safety policy and procedure. To provide an integrated, co-ordinated and professional level of service to our customers at point of contact.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and GSC
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| PERSON SPECIFICATION                                                                                                                                                                                                                                                                                                                                       |           |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications, Skills, Experience and Knowledge                                                                                                                                                                                                                                                                                                           | Essential | Desirable |
| Similar experience in a hospitality environment. Full training will be provided to all new staff regardless of experience.                                                                                                                                                                                                                                 |           | X         |
| Enthusiasm for the role and hospitality sector                                                                                                                                                                                                                                                                                                             | X         |           |
| Ability to adapt to different tasks within the department                                                                                                                                                                                                                                                                                                  | X         |           |
| Ability to work as part of a team with a willingness to work autonomously                                                                                                                                                                                                                                                                                  | X         |           |
| A friendly, professional and hardworking attitude                                                                                                                                                                                                                                                                                                          | X         |           |
| Personal Qualities                                                                                                                                                                                                                                                                                                                                         |           |           |
| <ul style="list-style-type: none"> <li>• A high degree of commitment to GSC's vision, mission and values</li> <li>• A flexible approach to meet overall deadlines and needs of GSC, both within and out-with your own department.</li> <li>• Able to work flexible hours across all 7 days hours including evening, weekends and bank holidays.</li> </ul> |           |           |