

<b>Job title</b>	Apprentice Production Chef / Back of House Colleague
<b>Team</b>	Port Kitchen
<b>Reports to</b>	Head Chef: Port Kitchen
<b>Location</b>	Port Kitchen
<b>Remote Working</b>	No

**Role Summary**

Located in the thriving Port of Shoreham, Port Kitchen is proud of providing a friendly welcoming environment to all its customers serving delicious fresh, locally sourced produce.

Supporting the smooth, consistent and high quality operation of Port Kitchen’s Back of House (BOH) team while undertaking a structured apprenticeship programme. Working under our Head chef you will develop core culinary, operational and professional skills, applying them in a fast paced kitchen cafe environment.

**Key tasks and responsibilities**

**Kitchen Operations & Food Preparation**

- Assist with all operational duties of the kitchen and BOH team.
- Support the delivery of Port Kitchen’s menu, ensuring dishes are prepared, portioned, cooked and served to business standards.
- Carry out food preparation, basic cooking, expediting and service, applying techniques such as poaching, simmering, steaming, boiling, braising, stewing, baking, grilling and frying (K4).
- Prepare and cook pre-portioned fresh and frozen meat, fish, poultry, fruit, vegetables and salad items to required standards (K1–K3).
- Regenerate dried and frozen ingredients and dishes safely and effectively (K5).
- Follow company specifications for production, portioning and presentation (K11).
- Maintain prep levels and par stocks to meet daily demand (K18)

**Food Safety, Hygiene & Compliance**

- Uphold the highest standards of Food Hygiene and Safety at all times.
- Maintain accurate records to show compliance with food safety procedures (K6).
- Receive, check, store, label, rotate and organise all goods in line with due diligence and food hygiene regulations (K6–K7).
- Apply safe and appropriate use of knives, boards, manual and electrical equipment (K19–K20, K29).
- Manage and monitor food temperatures and allergens during preparation, cooking, holding and serving (K21).
- Maintain a clean, safe working environment using hygiene management techniques such as COSHH, clean-as-you-go, personal hygiene and correct uniform (K22).
- Contribute to sustainable waste reduction through portion control, yield management and minimising plate waste (K23).
- Follow all relevant health and safety legislation, regulations and procedures (K26).

**Operational Support & Team Collaboration**

- Work closely with the FOH team to ensure adequate supplies of crockery, cutlery and sundries for both BOH and FOH counters.
- Support the identification and resolution of customer needs or concerns in cooperation with FOH.
- Communicate professionally and effectively with colleagues, managers and stakeholders (K8).
- Apply conflict-resolution techniques and handle difficult behaviours appropriately (K9).
- Contribute positively to teamwork across departments and understand its impact on service delivery (K10).
- Use feedback to improve performance and support continuous improvement (K15).

**Professional Development & Apprenticeship Learning**

- Plan and prioritise own workload effectively (K12).
- Demonstrate professional standards in behaviour, appearance and timekeeping (K13).
- Use techniques to maintain good mental health and wellbeing, including seeking help when needed (K14).
- Apply proactive and reactive problem-solving techniques within own level of authority (K17).
- Understand key performance indicators and contribute to production, performance and budget targets (K28).
- Prepare work areas for service and complete closing procedures to business standards (K16).

**General Duties**

- Carry out any other reasonable duties requested by the Port Kitchen management team.

**Key skills/Person specification**

- **Enjoys working in a small, supportive team**, contributing positively to team operations and collaborating well with kitchen and front of house colleagues.
- **Willing and eager to learn and apply new skills**, including basic food preparation, hygiene standards, and the use of kitchen equipment, showing consistent improvement through feedback.
- **Listens well and follows instructions carefully**, taking direction from senior kitchen staff to ensure tasks are completed safely, efficiently and to standard.
- **Demonstrates good attention to detail and pride in maintaining cleanliness**, supporting hygiene, safety protocols, and food-handling standards in all areas of the kitchen.
- **Shows strong work ethic, reliability and time-management**, working calmly in a fast-paced environment and completing tasks on time.
- **Adaptable and proactive**, willing to take on a variety of tasks such as prep work, stock rotation, cleaning, and supporting wider kitchen operations as needed

**Health & Safety: All home safe and well daily**

- Highlight unsafe behaviours and conditions to ensure we **all go home safe and well daily**.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in health and safety, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

**Our Values**

