



## Job Vacancy Information Pack

### Post: Kitchen Porter

**Job Reference: EX641 (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.

### **Hospitality at Yorkshire Wildlife Park & The Yorkshire Hive**

Hosting a wide array of eateries, ranging from takeaway outlets and ice cream kiosks to themed dining and fine dining, there is a role that suits everyone within our diverse and energetic hospitality team. The team work in a dynamic and fast paced environment to provide the very best food and beverage experience for our guests.

### **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](mailto: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/ Executive Chef

**Department:** Wilds Bistro/ Evolution/ YWP Catering

### **Primary Responsibilities**

The Kitchen Porter is responsible for keeping the kitchen clean and tidy. Operation of the dishwasher and cleaning to ensure that a clean, tidy and safe kitchen environment is maintained.

### **Key Work Objectives**

- Ensure that all pots, pans and kitchen utensils are kept clean and in good working order.
- Maintaining a supply of crockery and cutlery for the kitchen, pass and restaurant.
- Operation of a 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.
- Supporting the chefs when needed during service

### **General**

- 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
- Maintain the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties which may be requested of you by the management team.



## **Job Specification**

<b>Job Title:</b>	Kitchen Porter	
<b>Reporting to:</b>	Kitchen Manager/ Executive Chef	
<b>Working Hours:</b>	Basic of 15 hours per week scheduled in accordance with business requirements (2 positions)	
<b>Hourly Rate:</b>	Age 16-20 years	£9.20
	Age 18-20 years	£10.05
	Age 21+ years	£12.25
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)	

### **Main Duties & Responsibilities:**

- Working as a team member in a busy kitchen environment.
- Maintaining a supply of crockery and cutlery for the kitchen, pass and restaurant.
- Operation of a dishwashing facility.
- Maintenance of a clean & tidy cooking environment.
- Supporting the rest of the kitchen team during busy periods

### **Candidate:**

- Able to work under pressure and to a tight schedule.
- Enthusiastic and positive approach.
- Must be flexible and able to work during some of our peak times which include weekends, bank holidays and school holidays.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 20<sup>th</sup> July 2025



## Person Specification

**JOB TITLE: Kitchen Porter**

Assessment Criteria	Essential (E) Desirable (D)
<b>Experience</b>	
Working in a restaurant kitchen	D
Working in a busy, fast-paced environment	D
<b>Skills/ Abilities</b>	
Able to think on feet	D
Able to measure items accurately	D
Able to carry a wide range of crockery items, some heavy	E
Able to understand and follow direction	E
<b>Knowledge</b>	
Kitchen health & safety	D
Kitchen due diligence	D