

HICKORY

Job Title: Warehouse Porter

Reports to: Warehouse & Transport Manager

Purpose of the role

This is an exciting opportunity to join a dynamic and contemporary privately owned catering, events and venue management company. Hickory is a leading provider of catering and hospitality services, delivering exceptional catering for prestigious events and unique venues throughout Scotland, exclusively managing Eskmills Venue and our warehouse in Macmerry

We wish to appoint an enthusiastic and versatile Warehouse Porter who can cope in a busy environment whilst ensuring our high standards and attention to detail are met. We deliver events across Scotland including Edinburgh and the Lothian's and the Central Belt we give our teams the opportunity to work in some of Scotland's finest venues. The role offers a variety of different shifts in a variety of different venues. We provide on the job training and commit to each employee's personal development, helping them to be the best that they can be. This is a varied and exciting role which will give the candidate the opportunity to work in a great environment with a fantastic team.

Key Objectives

- Cleaning and maintain all kitchen equipment
- Help with the transportation and storage of all equipment
- Assist with stock management system that allows all stock and equipment to be managed in and out effectively
- Help develop systems and processes to drive efficiency throughout the business
- Act as company ambassador for our environmental and sustainability commitments

Ker Responsibilities

- Responsible for ensuring the Warehouse is always kept clean.
- Responsible for all waste – cardboard, general, food and glass.
- Ensure the bin area is always kept tidy
- Main point of contact for the company's we use for uplifts
- Arrange any extra uplifts
- Ensure all bins are emptied daily, cleaned, and fresh bin liners put back in.
- All blue roll holders and hand wash soap dispensers are always kept full
- Ensure all crockery, cutlery and glassware are washed polished and stored in the correct containers and on the appropriate shelf in the cupboard
- Daily and weekly cleaning schedules are completed and signed off by Warehouse & Transport Manager
- All deliveries are checked and signed for with delivery notes passed to accounts.
- Order all disposable and cleaning products for the Warehouse
- Warehouse floor area is brushed and mopped every day.
- Work closely with the Warehouse team to keep a safe working environment for all

HICKORY

- Ensure all corridor areas are always kept clear and no waste is left in the warehouse at the end of a day
- Ensure that rubbish is put in the correct bin and boxes broken down to maximize the space
- Train all other porters on recycling policy, break all cardboard down, food waste into clear bags etc.
- Be part of our green team at Hickory

Skills and Capabilities:

The person appointed will.

- Be a passionate foodie.
- Be well presented and professional
- Be able to demonstrate versatility and adaptability
- Be always mindful of the company's brand and reputation, whether working with internal teams, professional advisors, suppliers, and clients.
- Be positive, polite, and persuasive with effective communication skills.
- Be flexible to work in non-business hours.
- Be Hardworking and honest.
- Have a 'can-do' attitude and be a team player.
- Be calm and well mannered.

The following would be an advantage.

- Industry related training certificate.
- First aid training.
- Previous kitchen experience

Hours

- You are employed on a full time 40 hours per week contract
- Shifts Sign in/out will be on Rota cloud
- Rota will be completed and available on Rota cloud two weeks in advance and you will work 5 days out of 7

Pay

- £9.00 per hour – Living Wage
- Payments are made weekly in arrears directly into your bank account

Location

Unit 6, Merryfield Business Centre, Macmerry, EH33 1RD