Kitchen Porter – Job Description

About the role

Viva is looking for a Kitchen Porter to join our team full-time at £30,000 per year. We make healthy, ready-to-eat meals that are cooked in our kitchen at Holme Grown, portioned to the gram, packed and delivered across Jersey each week.

The KP keeps the kitchen running: you'll plate and weigh ingredients into meals alongside the chefs, keep the kitchen spotless, get deliveries unpacked and stored properly, and help bag up customer orders on delivery days. It's a hands-on job where accuracy matters as much as speed, because every meal we send out carries a nutrition label that has to be right.

What you'll do

Plating and portioning

- Weigh and plate ingredients into meals exactly to the recipe sheet, to the gram, using the kitchen scales
- Label, lid and chill finished meals promptly and log what has been plated
- Flag anything that looks off – a short-weight batch, a missing component, an ingredient running low – straight away

Kitchen cleaning

- Wash up pots, trays, utensils and equipment throughout the shift and keep the pot-wash clear
- Clean and sanitise surfaces, floors, fridges and storage areas to the kitchen's cleaning schedule
- Empty bins and recycling, and keep the back-of-house area tidy and safe
- Complete the daily cleaning and temperature checks on the sheets provided

Deliveries and storage

- Receive deliveries, check them against the order, and report shortages or damage
- Unpack parcels and put stock away in the right place – fridge, freezer or dry store – with correct labelling, dates and rotation (first in, first out)
- Keep the storeroom organised so the chefs can find what they need and stock counts are easy
- Break down and dispose of packaging

Supporting the delivery process

- On delivery days, pick and bag customer orders accurately from the order list
- Check each bag against the order before it goes out, and add the right inserts, ice packs and labels
- Stage bags for the drivers in route order and help load the vans
- Help with other reasonable tasks around the kitchen as needed

What we're looking for

Essential

- Level 2 Food Safety and Hygiene certificate (or willing to complete it before starting)
- Accurate and diligent: you take weighing and checking seriously and don't guess
- Reliable and punctual – our production and delivery days run to a tight timetable
- Comfortable with a physical role: on your feet, lifting boxes up to 15 kg
- Good basic English to follow written recipe sheets, order lists and cleaning schedules
- Tidy, organised and happy to work as part of a small team
- Entitled to work in Jersey

Nice to have

- Previous kitchen, food production or warehouse experience
- Experience with stock rotation or picking and packing orders
- Interest in healthy food and nutrition

Pay, hours and how to apply

Pay	£30,000 per year
Hours	Full-time, shifts on production and delivery days (to be agreed)
Location	Viva kitchen, Grouville, Jersey
Reports to	Head Chef
Start	As soon as possible

What we offer: a steady rota agreed in advance, uniform, paid Level 2 Food Hygiene training if you don't already hold it, and the chance to grow into prep and cooking as the business expands.

To apply: send a short note about yourself and any relevant experience to chris@viva.je, or message us on Instagram.