



Royal Court Theatre  
Sloane Square, London, SW1W 8AS  
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The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

## **JOB DESCRIPTION**

### **Bar and Kitchen Porter Permanent/Part Time**

## **ABOUT THE ROYAL COURT**

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

## **ABOUT THE BAR & KITCHEN and COURT IN THE SQUARE**

We've been operating our catering facility in-house since 2006 and our Bar & Kitchen creates a welcoming and inspiring environment with a style and ethos which reflects the work we put on our stages. As an extension of the theatre itself we are conscious that the Bar & Kitchen upholds the Royal Court's values of creativity, dynamism and diversity. We operate our commercial subsidiary as a sustainable business.

In 2020, we first opened Court in the Square, which has grown into a successful and busy outdoor venue that's open from May until September every year. We now operate both the Bar & Kitchen and Court in the Square as destination venues.

Our catering outlets serve both our audiences and those who are not visiting the theatre to great success. Offering expertly crafted cocktails alongside an extensive selection of craft gins, beers, wine and soft drinks. Our kitchen serves a great selection of small plates, sharing boards and salads with lots of vegetarian and vegan options.

Alongside our day-to-day operation we deliver bespoke events from intimate dinners on stage to large canapes receptions. We deliver a host of events in spaces throughout our building.



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There is a core management team of Head of Operations and Sustainability, Bar & Kitchen Manager, Senior Supervisor and Bar & Floor Supervisors who are responsible for the whole Bar & Kitchen team

All profits from our catering operation go directly to supporting the work of the Royal Court Theatre, cultivating and supporting writers – undiscovered, emerging and established.

## **ABOUT THIS ROLE**

**Job Title: Porter**

**Line Manager: Lead Cook and Bar & Kitchen Manager/Supervisors**

### **MAIN PURPOSE**

To ensure the operational efficiency of the Bar & Kitchen through accepting and storing deliveries, preparing the Kitchen for service, and working with the Cooks during service.

### **RESPONSIBILITIES**

#### **Key Tasks**

- Prep the kitchen ahead of service and support the Cooks during service through the washing of cutlery, crockery, utensils and other kitchenware.
- Support the delivery of catering for functions and hires
- Communicate clearly, effectively and concisely
- Abide by appropriate food safety and hygiene regulations
- Adhere to stock control procedures
- Attend all scheduled training sessions
- Comply with food labelling and temperature controls
- Adhere to all food hygiene and health & safety procedures of ESCC.
- To carry out any other duties required by the theatre and ESC Catering in pursuance of the above objectives.

#### **General**

- Contributing to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Attending trainings and wider organisation meetings as appropriate to feed into and collaborate on the delivery of all our work.

**This job description is a guide to the nature of the work required of a Porter. The postholder may be required to undertake other duties appropriate to the nature of the post as agreed with the Bar & Kitchen Manager and Lead Cook.**



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## PERSON SPECIFICATION

### Knowledge and Experience

- We invite those looking to start in the industry as well as those with previous experience to apply for this role
- Awareness of or willingness to learn about food safety and hygiene standards
- Understanding of team dynamics and collaboration in a work environment.
- Familiarity with workplace health and safety practices (optional but beneficial).

### Abilities/Skills

- Enthusiastic team player with strong interpersonal and communication skills.
- Ability to take initiative, identify priorities, and manage workload effectively.
- Ability to work well under pressure.

## TERMS AND CONDITIONS

Hours: A minimum of 20 hours per week. Rotas are provided on a weekly basis by the Bar & Kitchen Manager.

Contract: Part Time/Permanent.

Salary: £13.15 per hour, to rise in April 2025. Service charges are distributed across the full team.

Holiday Entitlement: Holiday pay entitlement is 5.6 weeks per annum, pro rata, including Bank Holidays and calculated using average pay calculated across the weeks worked in the year. If you have not been employed for that long, holiday pay will be based on the average pay from your start date.

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.



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### **Other Benefits:**

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Staff social events