



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**

### **Fixed Term/Zero Hours**

## **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 SUMMER IN SLOANE 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 Summer in Sloane 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 Summer in Sloane 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, Lead Cook, 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 smooth operation of Summer in Sloane Square by managing deliveries, properly storing goods, preparing the bar and kitchen for service, and supporting the team during peak hours. The role-holder will maintain cleanliness and organisation, ensuring the venue is well-stocked and ready for service, contributing to a seamless guest experience in this vibrant outdoor setting.

## **RESPONSIBILITIES**

### **Key Tasks**

- Help with set-up, operational support and maintenance of Summer in Sloane Square.
- 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.



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**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.**

## **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:	This is a casual position. Most shifts are during our regular opening hours (from 12:00 to 23:30). Shifts can be outside of these hours. Most of our team members work between 2 and 4 shifts per week, we ask you to be available for at least 3 shift per week. Shifts will include regular evening and weekend work.
Contract:	Fixed Term/Zero Hours – 1 <sup>st</sup> May to 1st October 2025. Rotas are provided on a weekly basis by the Bar & Kitchen Manager.
Salary:	£13.85 per hour. This is made up of a minimum basic hourly rate of £12.21. Additionally, if after service charge the rate is less than £13.85 this will be topped up to take you to the London Living Wage. All service charge is paid to the team.
Holiday Entitlement:	Holiday pay entitlement is 6.6 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:	ESC Catering Ltd operates a workplace pension scheme under the auto-enrolment rules set out by the Pensions Regulator. We have chosen The People's Pension, operated by B&CE, to meet these legal obligations. We will write to you within the



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first month of you joining to explain what your options are and how auto enrolment works.

**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