

# Theatre Chef



Job Description  
Person Specification

January 2019

**The White Rock Theatre** is situated in a commanding position on the Hastings shoreline. The White Rock Theatre is the perfect concert and theatre venue, with fantastic sea-views from our bars and lounge. The Theatre's programme is varied and includes one night concerts, dance, musicals, drama and an annual pantomime.

As well as aspirational plans to build audiences through high quality diverse programming in our two main performance spaces, we have key targets to drive the commercial success of the business through offering exceptional service and choice to our customers.

It's a very exciting time to join the White Rock, we are looking for someone to help us

<b>Employment type:</b>	Full Time
<b>Salary:</b>	Up to £18,000 - £22,000 per annum dependent on experience, ability and potential
<b>Hours:</b>	40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
<b>Work location:</b>	You will be based at the White Rock Theatre Hastings and may on occasion be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
<b>Purpose of the role:</b>	The post holder will lead the café/restaurant, ensuring patrons attending the White Rock Theatre always receive exceptional customer service, whilst assisting the Front of House Manager to maximise income potential.
<b>Our ideal candidate:</b>	A passion for the hospitality and entertainment industry, a strong catering background and the desire and ability to make a real difference. Pride and attention to the detail of offering a clean, safe and enjoyable service experience is essential.
<b>For an informal discussion contact:</b>	Mehdi Silver   <a href="mailto:Msilver@whiterocktheatre.org.uk">Msilver@whiterocktheatre.org.uk</a>
<b>Closing date:</b>	15 <sup>th</sup> February 2019
<b>How to apply:</b>	Complete the application form and submit with a covering letter to <a href="mailto:msilver@whiterocktheatre.org.uk">msilver@whiterocktheatre.org.uk</a> with the subject title 'Deputy Front of House Manager. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board! Enclose a CV too if you wish.

## **EQUALITY OF OPPORTUNITY**

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.

## **REPORTING**

You will report to the Front of House Manager.

The posts you will line manage in this role include Front of House staff, Housekeeping staff and Volunteers.

## **KEY ACCOUNTABILITIES**

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- In liaison with the HGM successfully manage food production; maintaining consistent food standards and quality controls across all areas of the venue's food offer.
- In liaison with the HGM meet overall business, profit and service targets through understanding of the venues' visions and aims.
- Ensure all operational areas are properly prepared for service and in liaison with the HGM to order stock appropriate for the operational needs for the department and to ensure stock levels are maintained.
- To minimise wastage and use best practice to ensure efficient stock controls.
- Ensure all equipment within the catering operation is adequately maintained through monitoring, due care and diligence.
- Accurately maintain all necessary logs, documentation and kitchen records in accordance with the Company's Food Management policies and current legislation.
- Ensure that all service within the kitchen is carried out to the required standard set by HQT&H.
- Organise, implement and record daily and periodic cleaning of all kitchen areas in accordance with set guidelines.
- Ensure a monthly stock check is accurately completed and documented.
- To ensure all catering areas are maintained and comply with health and food safety legislation and are maintained to a high, standard and that all equipment is kept in good order.
- To ensure all areas of the building that require catering facility are replenished and maintained.
- With HGM, ensure that all kitchen and service areas are regularly checked for maintenance and repairs and that appropriate and effective action is taken.

### **Health & Safety**

- Ensure the venue always strives to achieve and maintain a five star EHO food safety rating.
- Ensure appropriate quality control measures and hygiene practices are at all times implemented and achieved in accordance with health and safety legislation and Company policy.
- In conjunction with the senior management team, ensure the Company's Health and Safety Policy is fully promoted and adhered to.
- Support managers in the dissemination, implementation and promotion of Company and local health and safety procedures and best practice.
- In accordance with the Company's Food Safety Management Policy, participate in the HACCAP procedure, ensuring correct adherence to the KRB, including cleaning rotas and closedown procedures.
- Ensure all department risk assessments are correctly undertaken, recorded, shared and stored.

## **Administration**

- Ensure efficient kitchen administration systems are developed and adhered to.
- Adopt a reactive and flexible approach to planning, prioritising and implementing day-to-day kitchen administration duties relevant to the job role.

## **OTHER DUTIES AND RESPONSIBILITIES**

- The post holder will undertake training and development as appropriate to the role as requested.
- Carry out any other duties as appropriate to the post and as requested by the HGM.
- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- At all times, act as an ambassador for the venue and HQT&H.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

### Experience

- Proven experience of preparing and successfully delivering a high standard food offer and service within a quality, fresh produce-focussed operation.

### Skills

- Proven ability to manage own workload, prioritise tasks and meet deadlines.
- At least a basic level of competency using Outlook, Word and Excel.
- The ability to communicate effectively with colleagues, the public, stakeholders and industry professionals.
- Competency in the efficient execution of kitchen administration alongside the daily kitchen operation.
- Excellent organisational and planning skills and the ability to delegate effectively to others.
- The ability to work calmly and effectively in a pressurised work environment.

### Knowledge

- A working knowledge and understanding of all current Food Hygiene and Health and Safety legislation, rules and regulations.

### Qualifications

- Food Hygiene and COSHH accreditation.
- At least NVQ Level 2 or similar.

### Attitude

- A 'can-do' attitude and a willingness to "go the extra mile".
- A positive, flexible approach to the job role, work colleagues and peers.
- An ability to work calmly and effectively under pressure.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- Willing to undertake training, learning and development relevant to the job role.
- A genuine enthusiasm and passion for food.

### Desirable

- Advanced level Food Hygiene qualification.
- Qualification to NVQ Level 3 or similar.
- Health and Safety for Managers, or similar training qualification.
- Train the Trainer qualification and/or experience of delivering effective in-house training.
- Experience and an understanding of undertaking kitchen risk assessments.

