

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Chefs (all levels)
<b>CONTRACT STATUS</b>	Permanent, full-time
<b>SALARY</b>	COMPETITIVE SALARIES On a rota which will include evenings and weekends
<b>HOURS</b>	48 hours per week 25 days holiday plus bank holidays
<b>RESPONSIBLE TO</b>	Catering Manager
<b>RESPONSIBLE FOR</b>	Maintaining high kitchen standards Environmental Health Inspections Team leadership
<b>OTHER KEY WORKING RELATIONSHIPS</b>	<b>Internal:</b> Director + Chief Executive Director of Marketing Building and Facilities Manager Box Office & Reception Manager
	<b>External:</b> Customers Suppliers Team

The Yvonne Arnaud Theatre is undergoing an exciting period of renewal and growth. We are seeking motivated and enthusiastic Chefs to work with the Catering Manager to develop and deliver a fresh new offer for our daytime and pre-show customers.

With a fantastic work life balance on offer, few late finishes and most Sundays off, this is a fantastic opportunity for either an experienced Head Chef or a Sous Chef looking to make their mark on the industry.

Catering at the Yvonne Arnaud comprises our café, Stalls and Circle Bars, and Vanbrugh Room, as well as providing hospitality for private and corporate events. Over 125,000 customers will visit the theatre during a year, they may be attending a show, or grabbing a coffee while shopping, we aim to provide a variety of food and drink options during the day, pre-show and during the interval that will suit their needs, and keep them coming back.

**JOB PURPOSE**

To create and deliver menus, achieving GP targets; ensuring the kitchen is fully compliant with all Food Safety and Health and Safety requirements and policies.

### **DUTIES & RESPONSIBILITIES**

- Create exciting and tasty menus with the Catering Manager, while maintaining a high gross profit
- To ensure a high standard of food leaves the kitchen, in a timely and precise manner
- Daily monitoring of stock and ordering from suppliers along with stocktakes and a keen eye on minimising wastage.
- Maintain a safe and hygienic environment whilst adhering to all current legislations and guidelines
- Be a strong and approachable leader to the team, responsible for motivating and on-going training.

### **Management**

- To rota and schedule the kitchen team
- To monitor stock, undertake regular stocktakes and minimise wastage.
- To maintain a safe and hygienic environment whilst adhering to all current legislations and guidelines.
- Ensure all due diligence is compliant and up to date

### **Other**

- Demonstrate an understanding of the theatre's values, ethos and mission and to promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements as appropriate
- Comply with the theatre's financial regulations and financial management procedures
- Observe the policies, procedures and practices of health & safety in all aspects of the role
- Demonstrate the value and importance of equality and diversity in every aspect of the theatre's work, and show commitment through everyday practice in the role
- Work in accordance with, and promote the theatre's environmental sustainability policy and practices
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate
- Participate in theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- Undertake such other duties as may reasonably be required from time to time

### **PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS / ABILITIES</b>	Demonstrable skills as a chef  Willingness to respond to changing venue requirements	
<b>KNOWLEDGE</b>	Menu planning  Catering accounts  Effective stock management  Environmental health legislation  Understanding of the industry and contemporary catering	
<b>QUALIFICATIONS</b>		NVQ2 or Higher Equivalent in hospitality catering  Food safety qualification
<b>EXPERIENCE</b>	5 years Sous Chef or above  Experience of working in a fast paced service environment with quick service turnaround  Team leadership	
<b>PERSONAL QUALITIES</b>	Positive and flexible attitude Calm nature Work well under pressure	

### **How to apply**

Application is by CV and full covering letter explaining your reasons for applying and your suitability for the position.

Please email your application marked for the attention of Amira Charlwood  
[acharlwood@Yvonne-arnaud.co.uk](mailto:acharlwood@Yvonne-arnaud.co.uk)

**THESE ROLES ARE OPEN NOW AND WE ARE LOOKING TO APPOINT AS SOON AS WE FIND THE BEST CANDIDATES**

**Data Protection** – If you apply for a job or work experience at the Yvonne Arnaud Theatre, we will need to collect certain personal data and special category data as part of your application. By providing information within your CV and covering letter, you are consenting to its use for the purpose of processing your application and assessing your suitability to the

position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

**Notification** – Whilst it is normally our policy to notify applicants as to the outcome of their application as soon as possible after the closing date, it is not always possible to do so. If you have not heard from us within four weeks of the closing date, please assume that your application has not been successful.