

Yvonne Arnaud Theatre

FEBRUARY 2022

**JOB DESCRIPTION**

<b>JOB TITLE</b>	HEAD CHEF
<b>CONTRACT STATUS</b>	Permanent, full-time
<b>SALARY</b>	£30,000 pa 25 days annual leave, plus bank holidays
<b>HOURS</b>	40 hours per week, according to a rota which will include some evenings and weekends
<b>RESPONSIBLE TO</b>	Catering Manager
<b>RESPONSIBLE FOR</b>	Sous Chef Kitchen Porter
<b>OTHER KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> Assistant Catering Manager Director + Chief Executive Director of Marketing Building and Facilities Manager Box Office Front of House
	<b>EXTERNAL</b> Customers Suppliers Team

We are seeking a motivated and enthusiastic Chef to work with the Catering Manager to develop and deliver a fresh offer for our daytime and pre-show customers.

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 130,000 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.

The Yvonne Arnaud Theatre is a charity and Surrey's only producing theatre. It's a lively place to work, as part of a welcoming and supportive team.

## **JOB PURPOSE**

To create menus, achieving GP targets; ensuring the kitchen is fully compliant with all Food Safety and Health and Safety requirements and policies. To lead the kitchen team in creating a robust catering offer that will attract new interest in our hospitality outlets, as well as delighting our current customers.

## **THE PERSON**

You will be used to the demands of managing a busy kitchen and able to respond to a frequently changing environment. You should be familiar with trends in catering and able to create contemporary menus, suitable for all dietary requirements.

## **DUTIES & RESPONSIBILITIES**

- Create exciting and tasty menus with the Catering Manager, while maintaining an agreed level of 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 regular 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, 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 technical 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 trends	
<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 Team player	

### 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 to [acharwood@yvonne-arnaud.co.uk](mailto:acharwood@yvonne-arnaud.co.uk)

The Yvonne Arnaud Theatre encourages people from any background to apply for any of its current vacancies

We are committed to creating a team which is representative of our society and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work.

We are particularly keen to hear from black, Asian and minority ethnic and disabled candidates. All disabled candidates who demonstrate that they meet the essential criteria for any of our positions will be invited for an interview.

**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.