

JOB DESCRIPTION TEMPLATE

JOB TITLE	SOUS CHEF
CONTRACT STATUS	PERMANENT, FULL TIME
SALARY	£25,000 pa 25 days annual leave, plus bank holidays
HOURS	40 hours per week, according to a rota that will include some evenings and weekends
RESPONSIBLE TO	CATERING MANAGER
RESPONSIBLE FOR	
OTHER KEY WORKING RELATIONSHIPS	INTERNAL Head Chef Assistant Catering Manager Catering Team Front of House Director & Chief Executive Director of Marketing & Customer Experience
	EXTERNAL Customers Suppliers Contractors

We are seeking a motivated and enthusiastic Sous Chef to work with the Head Chef and Catering Manager to develop and deliver a fresh new 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 work with the Catering Manager and Head Chef to create and deliver menus, ensuring our customers are served excellent, consistent dishes in a timely manner. To achieve and maintain the highest levels of environmental health, and health and safety accreditation.

DUTIES & RESPONSIBILITIES

- Cooking and preparing high quality dishes, as advised by the Head Chef, in timely manner
- Assisting the Head Chef to create menu items, recipes and develop dishes
- Supervising kitchen stations as required
- Supervising, motivating and working closely with the kitchen and wider catering teams
- Assisting with stocktaking, and stock control
- Being responsible for food hygiene practices
- Ensuring food quality and excellent standards are maintained for all dishes created
- Ensuring the kitchen meets all regulations including sanitary and food safety guidelines
- Standing in for the Head Chef as required

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

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	Demonstrable kitchen skills	Experience in a similar role
KNOWLEDGE	Environmental Health legislation Manual handling techniques Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety	

QUALIFICATIONS		Recognised catering qualification Food safety Health and Safety
EXPERIENCE	Experience of working in a similar role Experience of using kitchen equipment	
PERSONAL QUALITIES	Positive and flexible attitude Calm nature Work well under pressure Willingness to respond to changing venue requirements	

HOW TO APPLY

Application is by completing the Job Application Form and optional CV and covering letter,

Please email your application to: mfield@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 application form 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.