

Chef de Partie

HAYES **BECK THEATRE**

Job Description
Person Specification

April 2019

The Beck Theatre is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

The Beck Theatre is a vibrant and dynamic place to work - a venue which presents a wide and varied programme of music, theatre and comedy. We always provide our staff with the best opportunities to train and develop within the organisation.

As well as aspirational plans to build audiences through high quality programming and community-based activity we have key targets to drive the commercial success of the business through offering exceptional service to our customers. We want all visitors to the Beck to be able to enjoy World Class Service and this role will be a vital part of delivering this aim.

- Employment type:** Full Time
- Salary:** Up to £22,000 per annum dependent on experience, ability and potential
- Hours:** 40 hours per week over 6 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at the Beck Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** You will be responsible for working in our busy kitchen which caters for a diverse audience. Ensuring that each meal goes out to standard and the kitchen is maintained to a high standard which meets Food Safety standards.
- Our ideal candidate:** An experienced, chef with a genuine zest for great, forwarding thinking food and the drive to successfully develop the food offer and the business.
- For an informal discussion contact:** Steve Sargeant, Theatre Director
ssargeant@becktheatre.org.uk
- Closing date:** Monday 29th April 2019
- How to apply:** Complete the application form and submit with a covering letter to kwelsh@becktheatre.org.uk with the subject title 'Chef de Partie.' 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.

REPORTING

You will report directly to the Kitchen Manager

KEY ACCOUNTABILITIES

Strategic

- In collaboration with the senior management team, meet overall business, profit and service targets through understanding and developing the venue's visions and aims.
- With the support of senior management, identify new business opportunities and contribute to the development of plans and targets.
- Actively contribute to the ongoing development of the venue's food offer, quality and standards.

Operational

- Successfully manage food production; maintaining consistent food standards and quality across all areas of the venue's food offer.
- Ensure all operational areas are properly prepared and stocked for every service.
- Ensure all equipment within the catering operation is adequately maintained through monitoring, due care and diligence.
- Ensure ordering is completed accurately with nominated suppliers and that stock control procedures are adhered to.
- Manage and update stock sheets with current market prices and new product lines.
- Support colleagues in completing the stock take process
- Organise, plan, lead and proactively contribute to department and other meetings as required.

Financial

- With support from the Kitchen Manager ensure all menus and food offers are accurately costed in order to achieve the venue's budget GP.
- Help oversee service and product costs and regularly review price structures.
- Support the hospitality management team in investigating shortfalls or overspends against targets and help develop agreed measures to rectify variations, so that overall budgetary targets are realised.
- Undertake responsibility for achieving budget and wastage control targets through planning, management, intervention and reporting.
- Manage the department's procurement and purchasing of goods and services, ensuring best value and adherence to group procurement arrangements, where applicable.

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.

Health & Safety

- Ensure the venue always strives to achieve and maintain a 5 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.

Other Responsibilities

- Dress in accordance with Company policy and as appropriate for the job role, wearing protective clothing where issued and as 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

- A professional background within a professional kitchen.
- Proven experience of preparing and successfully delivering a high standard food offer and service within a quality-focussed operation.
- Sound experience in preparing costings, menu planning, ordering, budget control and maintaining accurate financial records.

Skills

- 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.
- A proven ability to understand and work with budgets, accounts and other financial data relevant to the successful execution of the kitchen operation.
- 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.
- That you are a team player
- 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 desire to deliver an excellent customer experience.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues, peers and partnerships.
- A presentable, professional and approachable manner which sets an example for others to follow.
- A willingness to work evenings, weekends and/or Bank Holidays.
- A desire to undertake training, learning and development relevant to the job role.

Desirable

- Advanced level Food Hygiene qualification.
- Experience and an understanding of undertaking kitchen risk assessments.

- 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.