

BROMLEY
CHURCHILL THEATRE

Commis Chef

Job Description
Person Specification

Version November 2021

HQ Theatres is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The **Churchill Theatre** is one of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The **Churchill Theatre** is one of the South East's leading live entertainment venues, welcoming over 200,000 customers through its doors every year. It has enjoyed a reputation and legacy for launching major productions for national tour and West End transfer. The eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime.

The **Churchill Theatre** boasts a spacious, comfortable auditorium that seats 781 people, the 90 seat Studio, the Lounge (a versatile space for entertainment, hospitality and private hire) and the Restaurant, serving up to 60 customers pre-show. Extensive technical facilities include rehearsal spaces and a workshop.

The theatre's celebrated outreach programme encourages local people to unlock their creative and artistic potential. It includes regular classes for young people and adults in theatre, musical theatre, dance and magic, work experience opportunities and an annual summer youth production.

Employment type:	Full Time, permanent
Salary:	£22,500 per annum
Hours:	40 per week normally 5 days out of 7, subject to variation to meet business requirements. By its nature, the position will involve evening and weekend shifts, and some Bank Holiday cover
Work location:	You will be based at the Churchill Theatre and may be required to travel and work at other HQT&H venues. Approved travel expenses will be reimbursed.
Purpose of the role:	To assist the Head Chef and Sous Chef in managing the quality and standard of food as well as the day to day operation of the kitchen
Our ideal candidate:	A keen Commis Chef looking for a fresh challenge with great work-life balance. Excellent team player with a passion for first-class food.
Closing date:	5pm, Thursday 25 November 2021
How to apply:	Submit a completed application form, telling us why you think you are suited to this role, why it interests you, and how we will benefit from having you on board. Please send to careers@churchilltheatre.co.uk Application forms are available from our website www.churchilltheatre.co.uk

HQ VALUES

- **Innovation** – as a business we are on a continuous journey of improvement. We are looking for someone who embraces change and is always looking out for new ideas.
- **Commitment** – we are looking for someone to deliver a first-class service for our colleagues, customers and clients.
- **Accountability** – we are looking for someone with a ‘can-do’ attitude, to take ownership of tasks and see them through to the end.
- **Responsive** – as a business we listen, we learn, we act.
- **Engaged** – we are looking for someone to get involved with making the Churchill a great place to work, as well as a great place to visit through engagement with the team and customers.

REPORTING

You will report directly to Head Chef.

KEY ACCOUNTABILITIES

Strategic

- To assist the achievement of food budgeted costs controls, ensuring minimum wastage occurs within the unit.
- To actively participate in the ongoing development of the quality standards and menu development.
- To take an active part in the all training activities.
- To assist the Head Chef ensuring the food GP is maintained at 71% and above at all times.
- To assist the Head Chef ensuring the Kitchen Diary is constantly updated, ensuring all knowledge pertaining to events has been collated.

Operations

- To assist with food production, maintaining consistent food standards and quality across all areas of HQ Hospitality.
- To ensure the appropriate quality control measures and hygiene practices are implemented and achieved at all times as instructed.
- To maintain all equipment within the catering operation, through due care and diligence, as instructed.
- To notify the Head Chef or Sous Chef in respect of engineer call outs for all repairs on catering equipment, unless instructed otherwise.
- To participate in the HACCAP procedure according to the company's Food Safety Management Document, maintaining correct use of the KRB, including cleaning rota and closedown procedures.
- To ensure operational areas are properly prepared and stocked for all services and functions.

Health & Safety

- To ensure, in conjunction with the Head Chef that the company's Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.
- To understand and have a working knowledge of all current Food Hygiene and Health and Safety legislation and to be conversant with the rules contained therein.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.
- Carry out any other duties as appropriate to the post and as requested by the Head Chef, Sous Chef or Hospitality Management team.

PERSON SPECIFICATION

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

- A positive approach to training and development
- A flair for cooking with fresh quality ingredients
- Able to follow instructions and carry out tasks accurately and within given time frames
- A good communicator, both written and verbal.
- Ability to work effectively as part of a team
- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- Possess a good sense of humour

Desirable

- Minimum of 2 years' experience of working in a catering operation
- Basic food hygiene certificate
- Proven experience in contract catering in a busy large scale operation (preferable)

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.