

Kitchen Assistant

BROMLEY **CHURCHILL THEATRE**

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 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. HQT&H regularly programmes more than 2,300 shows, which attract attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H) is the UK's second-largest venue operator.

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: Casual

Salary: £9.85 per hour

Hours: Hours are offered on a casual basis and subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at The Churchill 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: To support the Head Chef and kitchen team in the general running of the kitchen at the Churchill Theatre Bromley. Service from the kitchen includes (but is not limited to) a pre-show restaurant, sandwiches, buffets, 150+ cover events and private functions.

Our ideal candidate: As part of the kitchen team you will be working to maintain high standards of cleanliness and food hygiene whilst assisting with the preparation of food

Closing date: 5pm, Sunday 21 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

REPORTING

You will report directly to the Head Chef.

KEY ACCOUNTABILITIES

- Basic food preparation as directed by the Head Chef. Including chopping/peeling etc. Cooking and plating up of dishes during service time, to the high standards of presentation required;
- Washing up of equipment/crockery/cutlery as required. Cleaning and tidying of all areas relating to the post. Involvement in deep-cleaning of said areas, as and when required;
- Receiving and storing of deliveries, stock rotation, in line with procedures;
- Provide assistance with regular stock counts where required;
- Adherence to all Churchill Theatre procedures and policies, including, but not limited to, food hygiene standards, uniform and personal cleanliness and conduct;
- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others;
- Other related duties as may from time to time be reasonably required by the Head Chef, Bar & Restaurant Manager or General Manager.

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 meetings as required.

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

ESSENTIAL

- Enthusiasm and passion for the preparation of fresh food;
- Experience in food preparation / working in kitchens;
- The ability to perform well as part of a team;
- Ability to respond flexibly to changing business needs and demands, and to work calmly and effectively under pressure;
- Ability and willingness to work not only during the weekday daytimes, but also, as required within the kitchen rota, in the evenings, at weekends, and on Bank Holidays;
- Reliable with good time keeping;
- A can-do attitude;
- A good sense of humour.

DESIRABLE

- Literacy, computer literacy and numeracy as appropriate to the requirements of the Post.