JOB DESCRIPTION

**Job Title: Assistant Chef – Selladoor Venues**

**Responsible to:** Hospitality Manager

**Place of Work:** Queen’s Theatre Barnstaple & The Landmark Ilfracombe

**Hours of Work:** Subject to variation to meet business

**Contract:** Casual to suit applicant

**Probation:** 6 months

**Start Date:** ASAP

**Salary:** £10.42 per hour (casual)

Selladoor Venues operates both the Queen’s Theatre in Barnstaple and The Landmark in Ilfracombe. Due to the proximity of these two venues, they are often seen as one operation, with staff working across both. A pivotal aspect of Selladoor Venues’ success will be the professional delivery of a first-class hospitality and events business. The role of Assistant Chef will support the Chef in the delivery of first-class food to all visitors. This includes all catering outlets including daytime cafés, restaurant service, dining events, buffets and all other requests for food delivery.

The successful candidate will work as part of a strong team, delivering exceptional service for all occasions. At all times, the role must have a can-do attitude and act as an ambassador for the Company and venues. Deputising for the Chef when required, the role must demonstrate a desire to learn and grow with the business, aim for 5-star reports on all occasions and ensure that administration duties are carried out with precision.

Whilst Selladoor may be essentially a theatre company, we believe that Selladoor’s hospitality is as important and has the same profile as our theatre operations and must be part of the ethos of Selladoor Venues from day one. Thus, the ideal candidate will be prepared to deliver only the best service at all times and thrive in the diversity of the theatre environment. Everything that happens in our venues are all part of the show, and we strive to ensure our visitors have a wonderful “total customer experience”.

Selladoor Venues is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of like and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

**Key Responsibilities**

**Business Development**

* Assist the Chef in developing new menus and concepts for the venues, ensuring the business remains at the top of its game;
* Maintain a positive and professional working relationship with all suppliers, ensuring best quality products, best value for money and continuous product development is achieved;
* Stay up to date with changes in legislation in food hygiene and relevant health & safety regulations ensuring that both kitchens and paperwork is fully compliant;

**Operations**

* Ensure the successful production of all food from the kitchen ensuring high quality at all times;
* Assist with placing orders in a timely manner and accurately according to business needs;
* Ensure that the kitchen is operated in a manner that is both professional and safe and its operations comply with all health & safety standards and legislations;
* Ensure that all kitchen equipment is cleaned and maintained as per instruction, reporting any faults immediately, to ensure the safety of staff and customers;
* Assist with all internal and external audits when required;
* Assist with regular stock counts as requested and operate a clean and tidy stock system;
* Complete all kitchen records and administration documents ensuring accurate and timely completion;
* Adhere to Selladoor’s Food Safety Management System at all times;
* Pro-actively contribute to Selladoor’s Health & Safety meetings, adhere to its policies and carry out risk assessments where required;
* Adhere to all Company Health & Safety procedures.

**Environmental Impact & Ethics**

* Working with the theatre teams, ensure that all waste products generated by Hospitality activities is disposed of in a manner which meets our “zero to landfill” criteria and contributes to Selladoor Venues’ aim to reduce the use of plastics as much as practicable;

**Finance**

* Ensure all dishes are served as per specification, monitoring portion control and keeping wastage to a minimum;

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.

In consultation and agreement with you, this Job Description may be amended at any time.