

# Head Chef

## **DARTFORD** **ORCHARD THEATRE**

Job Description  
Person Specification

April 2017

**The Orchard Theatre** is one 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 Orchard Theatre** has established itself as one of the South East's premier theatre venues. Designed to be a flexible performance and events space, the venue can stage anything from large West End musicals to hospitality and cabaret events using the flat floor configuration. The theatre offers first class hospitality, including The Restaurant which is popular for pre-show dining where it offers a great ambience, delicious food and a welcoming team.

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| <b>Employment type:</b>                    | Full Time   |
| <b>Salary:</b>                             | c. £30,000 p.a. dependent on experience, ability and potential  |
| <b>Hours:</b>                              | 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.  |
| <b>Work location:</b>                      | You will be based at The Orchard Theatre, Dartford and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.  |
| <b>Purpose of the role:</b>                | To manage the quality and standard of all food served, profitability and the day to day running of the kitchen and its team. As part of the management team, this role will influence the success of the Hospitality operation.   |
| <b>Our ideal candidate:</b>                | An experienced chef with strong organisational skills and a genuine enthusiasm and passion for food.  |
| <b>For an informal discussion contact:</b> | Suzie Burkett, Deputy General Manager<br>01322 282 065 or <a href="mailto:sburkett@orchardtheatre.co.uk">sburkett@orchardtheatre.co.uk</a>  |
| <b>Closing date:</b>                       | Wednesday 31 <sup>st</sup> May 2017 – 5pm   |
| <b>How to apply:</b>                       | Download an application form from <a href="http://www.orchardtheatre.co.uk">www.orchardtheatre.co.uk</a> and send with a covering letter to <a href="mailto:sburkett@orchardtheatre.co.uk">sburkett@orchardtheatre.co.uk</a> telling us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board! |

## **REPORTING**

You will report directly to the Deputy General Manager.

The posts you will line manage in this role include Chef and Kitchen Assistants.

## **KEY ACCOUNTABILITIES**

Key Accountabilities of the Post are:

- To meet overall business targets, in collaboration with the HQT&H Senior Management Support Team, development of the vision and key strategies for the Orchard Theatre.
- To manage food production, maintaining consistent food standards and quality across all areas of the Orchard Theatre.
- To ensure the appropriate quality control measures and hygiene practices are implemented and achieved at all times as instructed.
- 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 ensure operational areas are properly prepared and stocked for all services and functions.
- To take an active part in all the training activities.
- To maintain all equipment within the catering operation, through due care and diligence, as instructed.
- 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.

Via delegated responsibilities ensure that the following kitchen management activities are always adhered to:

- To ensure ordering is completed accurately with the nominated suppliers and stock control procedures are adhered to.
- To ensure all menus and food offers are costed to achieve the venues budget GP.
- Control, minimise and report waste taking.
- To ensure the Orchard Theatre adheres to its 5 star EHO food safety rating.

- To help manage and develop a dedicated team of staff highly focused on delivering excellent standards of service.
- To maintain stock sheets with current market prices and new product lines.
- To ensure staffing levels are appropriate to meet the needs of the business at all times.
- Investigation of shortfalls or overspends against target, and development of agreed measures to rectify variations, so that overall budgetary targets are realised.
- With the support of the HQT& Senior Management Support Team (SMST) the identification of new business opportunities within the venue, and development of business plans and targets for the new opportunities.

**Health and Safety**

- To ensure, 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.

**Other Responsibilities**

- Dress in accordance with 'Orchard Theatre' uniform policy and where protective clothing as issued.
- Undertake training and development as appropriate and keep apprised of developments in field of expertise.
- Carry out any other duties as appropriate to the post and as requested by the Group Development & Support Chef and the Hospitality Management team.

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:

- Solid and committed background either from the hotel sector or large scale contract catering, or event sector
- A passion for food and guest experience
- A team player who leads from the front
- A Self-starter with a zest for great forward thinking food
- The successful Head Chef will need to be confident in costing, menu planning, ordering, office work, as well as all aspects of running the kitchen.
- Basic Food hygiene certificate
- Trained to NVQ 1&2 or similar
- Willing to work flexible hours including evenings, weekends and Bank Holidays as the business requires