

# Chef de Partie



Job Description  
Person Specification

July 2017

# Chef de Partie

## JOB DESCRIPTION

### INTRODUCTION

HQ Theatres & Hospitality (HQT&H) is a division of Qdos Entertainment Ltd.

Qdos Entertainment is wholly owned by husband and wife entrepreneurs, Nick & Sandra Thomas. Nick created Qdos Entertainment in 1999, and remains Chairman of the company, which is now one of the largest, broad-based entertainment Groups in Europe.

Rooted in family entertainment and traditional values, Qdos Entertainment has grown both organically and through a steady 'buy & build' strategy, by acquiring businesses that complement the original model, managed by a highly experienced management team.

Qdos Entertainment, via its wholly owned subsidiary HQ Theatres & Hospitality, has a proven track record of successfully managing and operating theatres and other cultural venues, and is the UK's second-largest regional theatre and concert hall operator.

The current portfolio of 12 venues include: The Cliffs Pavilion, Southend; The Palace Theatre, Westcliff; G Live, Guildford; The Lyceum Theatre, Crewe; Wycombe Swan, High Wycombe; The Wyvern Theatre, Swindon; The Arts Centre, Swindon; The Beck Theatre, Hayes; The White Rock Theatre, Hastings; The Orchard Theatre, Dartford, The Colosseum, Watford, and The Churchill Theatre, Bromley.

The Company also operates an extensive range of hospitality and accommodation environments, including restaurants, cafés, bars, coffee shops and boutique hotel rooms under the brand HQ Collection. The company's freehold restaurants and accommodation businesses include the award-winning Copper Horse Restaurant and Cottages; The Mayfield Pub, Carvery and Rooms in Seamer and The Plough Pub, Restaurant & Rooms in Scalby, near Scarborough.

### SENIOR MANAGEMENT STRUCTURE

Chairman: Nick Thomas

Group Chief Executive Officer: Paul Parnaby

Chief Financial Officer: Jim Parry

Chief Executive Officer, HQT&H: Julian Russell

Group Marketing Director: Ian Wilson

Operations Director, HQT&H: Alvin Hargreaves

G Live is managed by the Theatre Director, Tim Brinkman.

### LOCATION OF BUSINESS

HQ Theatres & Hospitality Limited has its headquarters office in Drury Lane, London.

The post holder will be based at G Live. The post holder's approved travel and other out-of-pocket associated costs will be reimbursed.

### EQUALITY OF OPPORTUNITY

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.

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### REPORTING

Reports to: Head Chef

Direct reports: Kitchen Staff

### PURPOSE OF THE POST

The position of Chef de Partie for G Live requires the desire and ability to make a difference, passion for food and solid organisational skills. The Chef de Partie will assist the Head Chef and Sous Chef in managing the quality and standard of food, profit hygiene and day to day operation of the kitchen.

### ACCOUNTABILITIES

Key Accountabilities of the post are to:

- Assisting the Head Chef and Sous Chef with the management of the kitchens within G Live.
- Ensure that all service within the kitchens is performed to the required standard set by G Live and the Head Chef.
- To work with the Head and Sous Chef to ensure menus achieve agreed budgeted costs and net profit, in accordance with the management accounts.
- Planning innovative promotions, development of product lines and ensuring the food choices are constantly evolving to remain ahead of our competitors and maximise sales.
- To work side by side with the Head Chef, in all aspects of the day to day operations of the kitchen.
- To assist the Head Chef in ensuring that health and safety, and all other paper work required, is maintained on a day to day basis.
- To assist the Head Chef in ensuring all Health and Safety records are updated on a weekly basis.
- To assist the Head Chef ensuring the food GP is maintained at 71% and above at all times.
- To assist the Head Chef in developing and implementing menus on a weekly basis.
- To assist the Head Chef ensuring the Kitchen Diary is constantly updated, ensuring all knowledge pertaining to events has been collated.
- To assist the Head Chef ensuring purchasing expenditure is in line with forecast business levels.

- To understand and have a working knowledge of all current Health and Safety, Food safety legislation and be conversant with the rules contained within.
- To assist the Head Chef in ensuring ordering is done correctly with the nominated suppliers and stock control procedures are adhered to.
- To assist the Head Chef in ensuring that the control of waste does not exceed expected levels.
- To assist the Head Chef in identifying and implementing, with reference to the General Manager, any new areas of business likely to enhance the profitability of HQ Hospitality Ltd and the theatre.
- To maintain all equipment within the catering operation, through due care and diligence.
- To maintain stock sheets with current market prices and new product lines.

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## PERSON SPECIFICATION

### ESSENTIAL

- This role requires the successful candidate to be a well presented and professional with proven experience within a similar style of catering operation, either as a Commis Chef or Chef de Partie
- Demonstrable experience of applying flair and innovation to create an overall customer experience
- An excellent communicator, both written and verbal.
- An exceptional passion for the leisure and hospitality sectors.
- Willing to work flexible hours including evenings, weekends and Bank Holidays as the business requires.
- Positive approach to problem solving
- Ability to work effectively as part of a team

### DESIRABLE

- Minimum 3 years' experience of working in a professional kitchen.
- IT skills