

Kitchen Apprentice

Job Description
Person Specification

June 2021

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

The Orchard 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 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.

- Employment type:** 12 months Fixed Term Apprenticeship (Level 2)
- Salary:** £9,594 p.a.
- Hours:** 30 hours per week over 4 days out of 5 to include allocated study time. Working hours may include evenings, weekends and Bank Holidays.
- Work location:** You will be based at The Orchard 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:** With training and support, you will learn and undertake a broad range of basic food preparation and operation functions across all kitchen sections to the quality standard set by the Head Chef and Sous Chef.
- Our ideal candidate:** An ambitious and organised self-starter who is keen to get started with a career in the kitchen.
- For an informal discussion contact:** Tal Rosen, Hospitality General Manager
01322 220099 or trosen@orchardtheatre.co.uk
- Closing date:** Friday 30th July, 2021
- How to apply:** Send your CV and a covering letter to trosen@orchardtheatre.co.uk. Tell 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 Head Chef.

KEY ACCOUNTABILITIES**Culinary**

- Contribute to reviewing and refreshing menus in line with business and customer requirements.
- Keep kitchen storage areas in good order by checking food stocks, reporting shortages, and prioritising food use that is close to expiry date.
- Work methodically to prioritise tasks, ensuring they are completed on time and to the required standard.
- Contribute to portion and stock control by measuring ingredients and portion sizes accurately.
- With support and training, demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu items in line with business requirements.
- In accordance with training provided, use correct knives, knife skills and other kitchen equipment for the preparation, cooking and presentation of food and dishes.

Food and Kitchen Safety

- Maintain a clean and hygienic kitchen environment at all times, complete kitchen documentation as instructed.
- Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer.
- Undertake all tasks with due care and attention, reporting risks in the appropriate manner.

People

- Work effectively and productively within the kitchen operating in a fair and equal manner that demonstrates effective teamwork.
- Develop good working relationships with colleagues in other parts of the organisation.

Business

- Follow instructions to meet business targets and effectively control resources.
- Follow procedures regarding usage and waste of resources.
- Develop a knowledge of HQT&H's business to facilitate a clear understanding of the apprenticeship job role and its responsibilities.
- Proactively engage in on and off-site training, learning, development and assessment relevant to the apprenticeship standard and 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.

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:

- An enthusiastic and professional approach to the role and associated tasks.
- The ability to pay attention to detail and work consistently to achieve standards.
- The aptitude to listen, respond to, and respect other peoples' points of view.
- The ability to act on feedback to improve personal methods of working.
- The confidence to identify when tasks are not going to plan and the poise to request support when needed.
- An ability to understand and adhere to safe working practices and quality standards in a professional kitchen.
- Confidence to behave in a manner in line with the values and culture of the business.
- The ability to work accurately, calmly and effectively in a busy work environment.
- A strong service focus and a genuine desire to deliver excellent kitchen operation support.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner
- A willingness to work evenings, weekends and/or Bank Holidays as required.
- An enthusiasm and willingness to undertake training, learning, development and assessment relevant to the apprenticeship standard and the job role.
- An interest in and enthusiasm for developing a career in hospitality.