

Kitchen Assistant

DARTFORD ORCHARD THEATRE

Job Description

Person Specification

July 2019

orchardtheatre.co.uk

hqtheatres.com



hq
THEATRES &
HOSPITALITY
The UK's premier provider of
live entertainment and hospitality

The Orchard 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. 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 welcomed some of the best entertainers including Derren Brown, Dawn French and Jimmy Carr. The theatre also offers first class hospitality, including The Restaurant, which is hugely popular for pre-show dining, where it offers a great ambiance, delicious food and a welcoming team.

- Employment type:** Casual
- Salary:** £7.70 per hour
- Bonus potential:** N/A
- Hours:** Working hours will 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:** The Kitchen Assistant will provide support to the Head Chef and team in the general running of the kitchen at The Orchard Theatre, Dartford. Service from the kitchen includes (but is not limited to) a 60 cover Restaurant, hot bar snacks, sandwiches, buffets, 250+ 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.
- For an informal discussion contact:** Stuart Collyer, Head Chef
scollyer@orchardtheatre.co.uk
- Closing date:** 24th August 2019
- How to apply:** Send your CV and a covering letter to scollyer@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 Head Chef.

KEY ACCOUNTABILITIES

- Adherence to all Orchard Theatre procedures and policies, including, but not limited to, food hygiene standards, uniform and personal cleanliness and conduct;
- Receiving and storing of deliveries, stock rotation, in line with procedures;
- Provide assistance with regular stock counts where 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;
- 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;
- 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 or Hospitality 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 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:

ESSENTIAL

- Enthusiasm and passion for the preparation of fresh food;
- A can-do attitude;
- Experience in food preparation / working in kitchens;
- The ability to perform well as part of a team;
- Literacy, computer literacy and numeracy as appropriate to the requirements of the Post;
- 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;