

# Sous Chef

**DARTFORD**  
**ORCHARD THEATRE**

Job Description  
Person Specification

January 2020

**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.

- Employment type:** Full Time
- Salary:** c. £26,000 p.a. dependent on experience, ability and potential
- Hours:** 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.
- Work location:** 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.
- Purpose of the role:** Working alongside the Head Chef and deputising in their absence, the post holder will be responsible for producing meals and services in accordance with the Company's set standards, deadlines and operating budgets whilst at all times ensuring customer satisfaction
- Our ideal candidate:** You must be talented, enthusiastic, with relevant experience to drive the food offering to the next level. 2020 is an exciting year with busy pre-show dining and hospitality events - no two days are the same! With limited late nights, avg 40 hour weeks and superb work-life balance, this is a unique opportunity in the heart of Dartford.
- For an informal discussion contact:** Stuart Collyer, Head Chef  
01322 220099 or [scollyer@orchardtheatre.co.uk](mailto:scollyer@orchardtheatre.co.uk)
- Closing date:** Monday 24th February 2020
- How to apply:** Download an application form from [www.orchardtheatre.co.uk](http://www.orchardtheatre.co.uk) and send with a covering letter to [scollyer@orchardtheatre.co.uk](mailto:scollyer@orchardtheatre.co.uk) 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**

The post holder reports to the Head Chef.

The posts you will line manage in this role includes Kitchen Assistants.

## **KEY ACCOUNTABILITIES**

### **Operational**

- Have total accountability for the day-to-day running of the kitchen service in the absence of the Head Chef.
- Produce, monitor and maintain consistent food standards and quality across all areas of service and during all stages of production and supply.
- Ensure all operational areas are properly prepared and stocked for every service.
- Ensure all equipment within the catering operation is adequately maintained through monitoring, due care and diligence.
- Actively participate in the ongoing management and development of menus.
- Support the Head Chef in the purchase of all food and food-related products using company nominated suppliers, attending review meetings as required.

### **Financial**

- Achieve food budgeted cost controls, ensuring minimum wastage within the unit.
- Support the Head Chef in ensuring stock takes are produced weekly, working in conjunction with the Head Chef and carrying them out in his / her absence
- Ensure stock rotation and use-by dates for the production of food are followed and food is produced so not to contribute unnecessarily to wastage.

### **Administration**

- Ensure efficient kitchen administration systems are developed and adhered to.
- Adopt a reactive and flexible approach to planning, prioritising and implementing day-to-day kitchen administration duties relevant to the job role.

### **Health & Safety**

- Ensure the venue always strives to achieve and maintain a 5 star EHO food safety rating.
- Ensure appropriate quality control measures and hygiene practices are at all times implemented and achieved in accordance with health and safety legislation and Company policy.
- In conjunction with the senior management team, ensure the Company's Health and Safety Policy is fully promoted and adhered to.
- In accordance with the Company's Food Safety Management Policy, participate in the HACCAP procedure, ensuring correct adherence to the KRB, including cleaning rotas and closedown procedures.

**Recruitment, Training and Development**

- Support the Head Chef in co-ordinating training, development and learning requirements of the kitchen team, with an emphasis on quantity/quality controls and presentation.
- Promote sharing of skills and knowledge throughout the kitchen team.
- Undertake personal training and development relevant to the successful execution of the job role.

**Other Responsibilities**

- Dress in accordance with Company policy and as appropriate for the job role, wearing protective clothing where issued and as instructed.
- At all times, act as an ambassador for the venue and HQT&H.

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:

### **Experience**

- A professional background within a restaurant, hotel, large scale contract catering and/or conference and events environment.
- A proven track record of good management and effective co-ordination of a kitchen team.
- Proven experience of preparing and successfully delivering a high standard food offer and service within a quality, fresh produce-focussed operation.
- A proven working knowledge of English and continental cookery using fresh, quality ingredients.

### **Skills**

- At least a basic level of competency using Outlook, Word and Excel.
- Excellent and effective communication skills with kitchen, front of house and management staff.
- Excellent organisational and planning skills and the ability to delegate effectively to others.
- The ability to work calmly and effectively in a pressurised work environment.

### **Knowledge**

- A working knowledge and understanding of all current Food Hygiene and Health and Safety legislation, rules and regulations.

### **Qualifications**

- Food Hygiene and COSHH accreditation.
- At least NVQ Level 2 or similar.

### **Attitude**

- A desire to deliver an excellent customer experience.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues, peers and partnerships.
- A presentable, professional and approachable manner, which sets an example for others to follow.
- A willingness to work evenings, weekends and/or Bank Holidays.
- A desire to undertake training, learning and development relevant to the job role.

### **Desirable**

- Advanced level Food Hygiene qualification.
- Qualification to NVQ Level 3 or similar.