

Job Description

Chef

Towngate Theatre

Final

Date: 31 July 2018

POST: Chef

SERVICE: Street Scene and Leisure Services

SECTION: Towngate Theatre

BAND: 3

REPORTS TO: Catering Manager

RESPONSIBLE FOR: N/A

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

The Chef, under the management of the Catering Manager and supervision of the Catering Supervisor, will prepare food as required for public, council staff, private events and special events ensuring a high quality of service and meeting the high standards of the service to ensure repeat visits to the Towngate Café and associated facilities.

The Chef will be required to operate commercial catering equipment and to clean the equipment and surfaces as well as recording the cleaning in the daily diary in kitchens.

In addition, the Chef will be responsible for the rotation of stock and appropriate stock control. The post holder will be required to prepare and cook meals, to undertake temperature checks, hygiene inspections and record, immediately reporting any issues.

The Chef will support the Catering Manager and/or Catering Supervisor in ensuring good safe working practice to meet all kitchen health and safety procedures in line with current government and council policies.

As a key member of the catering team in the Towngate, the Chef will need to work closely with the Catering Manager and Catering Supervisor at the Theatre to deliver the vision statement and key aims and priorities of the Towngate.

GENERAL INFORMATION

Leisure, Open Spaces and Community Facilities has a wide and diverse remit, comprising of a range of service units, activities, projects and programmes aimed at improving quality of life, health and well-being of the residents of the Borough. The

work of the department needs to be monitored in order to inform future action and service improvements, as well as to evidence progress against planned activity and targets.

The Towngate Theatre is a key facility for the Council following the commitment to invest over £1M into improving the services available. The post holder will also be a major contributor to the Towngate management team as it will be essential for the sales, marketing, promotion and public relations of the theatre to maximise opportunities for the service through seamless management and efficient and effective delivery.

The Towngate Theatre is an exciting lively regional theatre that presents an eclectic mix of theatre, music, comedy and dance across the Main Auditorium (550 seats) and Mirren Studio theatre (182 seats) and currently welcomes over 82,000 people through its doors each year.

We provide a friendly and polite welcome to a wide range of professional productions and community organisations, in addition to mounting our own very successful in-house pantomime.

The development of the Towngate programme aims to ensure a wide range of different genres of performances and arts related activities that provide a diverse offer for the benefit of residents and visitors, whilst targeting increased revenue streams and a reduction in subsidy cost to the taxpayer.

This includes the development of new strands to the business including outreach and education activities as well as a focus on the promotion, sales and awareness of the enhanced programme.

The Towngate business plan is positioning the theatre as a key local facility that aims to meet its vision statement as set out below:

“To provide a top class, regional theatre that hosts a range of drama, entertainment, cultural performances and events for all residents and visitors to Basildon that is recognised locally and nationally as a leading example.”

DUTIES

1. To maintain high standards of personal and food handling hygiene and ensure Health and Safety regulations are strictly observed.
2. To work alongside and aid the development of the Assistant Chef, ensuring procedures and standards are maintained.
3. To ensure the safe storage, handling and preparation of food.
4. To ensure food is prepared and presented to a high standard and that portion control is maintained.

5. To contribute to the review of menus to meet customer expectations and requirements.
6. To ensure stock is kept at specified levels, assessing stock requirements and reporting any wastage or issues/discrepancies immediately to the Catering Manager and Catering Supervisor. To ensure all goods and stock are kept securely and recorded appropriately.
7. To report any identified equipment defects as appropriate and take necessary actions to rectify.
8. To liaise with staff and customers to ensure the menu and production of meals is meeting customer needs.
9. To cook and prepare food in line with customer requirements and basic Food Hygiene Legislation, ensuring presentation and quality meets service standards.
10. To carry out cleaning of the kitchen and equipment according to the schedule.
11. To follow procedures to ensure correct use of all catering equipment including ovens / steamers / microwaves / dishwashers and other associated Equipment.
12. Be required to wear appropriate uniform and PPE to carry out tasks and duties as directed by the Catering Manager
13. To provide an excellent service to the customer and actively promote the development of the business.
14. To maintain effective working relationships with other departments.
15. Any other duties appropriate to the post; these other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equalities Act 2010, due consideration must be given to any employees with "protected" characteristic.
16. Undertake all the duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic". Within the framework of Equal Opportunities.
17. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Chef	Date Prepared:	31/07/18
Department:	Towngate Theatre	Band:	3

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Two years' experience of cooking and preparing food for special events and working in a commercial kitchen	✓		AF/I/T
1.2	Experience of portion control and preparing food from scratch	✓		AF/I/T
1.3	Good communication skills	✓		AF/I/T
1.4	Experience of dealing with customer facing services and complaint resolution.	✓		AF/I/T
1.5	Experience of preparing and serving a variety of hot and cold meals in a café setting.	✓		AF/I/T
1.6	Demonstrable knowledge of creating new meals, menus and recipe's		✓	AF/I/T
1.7	Working knowledge of current health & safety and hygiene legislation	✓		AF/I/T
1.8	Willingness to work early mornings, evenings, weekends and public holidays as required	✓		AF/I/T
2.	COMPETENCIES			
	DECIDING AND INITIATING ACTION			
1.1	<ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity 	✓		AF/I/T
	LEADING AND SUPERVISING			
1.2	<ul style="list-style-type: none"> a) Provides others with clear direction b) Sets appropriate standards of behaviour c) Delegates work appropriately and fairly d) Motivates and empowers others 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> e) Provides staff with development opportunities and coaching f) Recruits staff of a high calibre 			
2.1	<p>WORKING WITH PEOPLE</p> <ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		AF/I/T
6.1	<p>PLANNING AND ORGANISING</p> <ul style="list-style-type: none"> a) Sets clearly defined objectives b) Plans projects and activities well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones 	✓		AF/I/T
6.3	<p>FOLLOWING INSTRUCTIONS AND PROCEDURES</p> <ul style="list-style-type: none"> a. Appropriately follows instructions from others without unnecessarily challenging authority b. Follows procedures and policies c. Keeps to schedules d. Arrives punctually for work and meetings e. Demonstrates commitment to the organisation f. Complies with legal obligations and safety requirements of the role 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Possession of a Food Hygiene Certificate	✓		AF/I/T
3.2	Level 1 Diploma in Introduction to Professional Cookery		✓	AF/I/T
3.3	First Aid at Work qualification		✓	AF/I/T