

Chef de Partie

SOUTHEND THEATRES

Job Description
Person Specification

September 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 11 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 from April 2016 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

Chief Financial Officer: Jim Parry

Chief Executive Officer, HQT&H: Julian Russell

Group Marketing Director: Chris McGuigan

Operations Director, HQT&H: Alvin Hargreaves

Southend Theatres Ltd. is managed by the Theatre Director, **Ellen McPhillips**

LOCATION OF BUSINESS

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

The post holder will be based at **Southend Theatres**. 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

The Chef de Partie reports directly to the Head Chef.

PURPOSE OF THE POST

Produce meals and lead food services within the required deadlines and to the company's set standards. Work within the hospitality operating budget using company nominated suppliers. Deputise for the Head Chef or Sous Chefs as required.

ACCOUNTABILITIES

Key Accountabilities of the Post are:

General Functions

1. Assist in production, monitoring and maintaining consistent food standards and quality across all areas and during all stages of production and service.
2. To participate in the HACCAP procedure in accordance with the company's Food Safety Management Document. Maintain correct use of the KRB, including cleaning rota and closing down procedures.
3. Ensure high quality hygiene systems are achieved at all times.
4. Have total accountability for the day to day running of the kitchen service in the absence of the Head Chef/Sous Chef.
5. Take responsibility for the completion of the Kitchen Record Book and daily record keeping as directed by the Head Chef
6. To manage the Culinary Team in line with instructions from the Head Chef or Sous Chefs.
7. To be responsible for the opening up and closing down procedures in line with the company's Food Safety Management System
8. Purchase all food and food related products using company nominated suppliers.
9. Help to achieve food budgeted cost controls, ensuring minimum wastage occurs within the unit.
10. Actively participate in the on-going management and development of the menus.

Maintenance

1. Maintain all equipment within the Hospitality operation with due care and diligence as instructed.
2. Notify the Head Chef or Hospitality General Manager regarding engineer call outs for all repairs on catering equipment, unless instructed otherwise.

Staff Management

1. Responsible for the actions and discipline of all staff in the line of command, in liaison with the Head Chef and HQ Theatres' HR representative as required.
2. Ensure operational areas are properly prepared for all functions each day.
3. Play an active part in staff training sessions.
4. Participate in identifying training needs of all staff within line of responsibility on both an individual and group basis, including work methods, safety at work, health, hygiene and quality.

Health and Safety

1. In conjunction with the Head Chef, ensure the company's Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.
2. Understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation and be conversant with the rules contained therein.

Other Duties and Responsibilities

1. Ensure all operations adhere to relevant legislation, licensing conditions and Health and Safety Regulations.
2. Dress in accordance with Southend Theatres' uniform policy and wear protective clothing as issued.
3. Participate in and contribute to the Theatre's Health and Safety management processes. Cascade as appropriate to staff, ensuring a safe working environment for all.
4. Undertake training and development as appropriate and keep apprised of developments in field of expertise.
5. Carry out any other duties as appropriate to the post and as requested by the Theatre Director, Hospitality General Manager or Board of Directors.

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PERSON SPECIFICATION

This role requires the successful candidate to be a well presented professional with proven hospitality service experience relevant to this role.

- A proven working knowledge of English and continental cookery using fresh, quality ingredients
- Experience of working in a busy, large scale hospitality operation (preferable)
- Experience of delivering good quality food service in a pre-show restaurant environment (preferable)
- Previous experience demonstrating good management and effective co-ordination of a kitchen team
- Excellent and effective communication skills with kitchen, front of house and management staff
- A positive approach to menu planning and development of the hospitality service
- An ability to cope under pressure in a calm and efficient manner whilst meeting required deadlines
- Intermediate Food Hygiene certificate
- NVQ qualification to Level 3 (preferable)
- Kitchen budget and stock control experience (preferable)
- Experience of adhering to HACCP AND KRB procedures (preferable)
- Word, Excel and Outlook IT skills at basic level
- A flexible attitude willingness to work unsociable hours including evenings, weekends and Bank Holidays, as required

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I acknowledge receipt of, and confirm my agreement to, carry out the duties described in the attached job description. I understand it is current at the date shown and that, in consultation with me, it is liable to variation by management to reflect or anticipate changes in, or to, the job.

Signed

Date

[Post Holder]

Signed

Date

[for and on behalf of Southend Theatres Ltd.]

September 2017