

# Kitchen Assistant

## **SOUTHEND THEATRES**

Job Description  
Person Specification

October 2018

[southendtheatres.org.uk](http://southendtheatres.org.uk)  
[hqtheatres.com](http://hqtheatres.com)



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

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.

Southend Theatres provides a stunning range of live entertainment, theatre and dining in our two venues, the **Cliffs Pavilion** and the **Palace Theatre**, in the heart of Southend-on-Sea.

**The Cliffs Pavilion** 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.

**The Palace Theatre**, which opened in 1912, is a delightful Edwardian theatre retaining many features from its music hall origins, and includes The Dixon Studio located on the first floor. The studio is regularly used for a range of small-scale presentations including both amateur and professional productions, stand-up comedians and children's theatre.

**Employment type:** Casual

**Salary:** £7.38-£7.83 per hour

**Hours:** Hours are offered on a casual basis and will include evening, weekend and Bank Holiday working.

**Work location:** You will be based at Southend Theatres Ltd. and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

**Purpose of the role:** To assist the kitchen team in basic food preparation, stock control, wash up and cleaning as instructed in accordance with Health and Safety regulations.

**Our ideal candidate:** You will possess a flexible, honest and reliable attitude and must be able to cope in a calm and efficient manner within a pressurised working environment. You will also demonstrate the ability to work effectively as part of a team, using your own initiative when required.

**For an informal discussion contact:** Ross MacDonald, Head Chef  
[rossm@southendtheatres.org.uk](mailto:rossm@southendtheatres.org.uk)

**How to apply:** Send your CV and a covering letter to [rossm@southendtheatres.org.uk](mailto:rossm@southendtheatres.org.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**

### **Food Production**

- Responsible for the preparation of sandwiches and other basic food preparation for bars and functions as instructed, following health and safety procedures.
- Responsible for correct storage of food prepared in allocated refrigeration areas, to include covering and labelling produce and stock rotation.
- Liaison with Head Chef/Sous Chef regarding the ordering of produce required for food and sandwich preparation.
- To participate in the HACCAP procedure according to the company's Food Safety Management Document.
- To ensure correct use of the Kitchen Record Book including the cleaning rota and closing down procedures.

### **Health and Safety**

- Ensure cleanliness of all food storage, refrigeration and preparation areas in conjunction with the kitchen cleaning rota and health and safety regulations.
- Monitor temperature controls as per designated record sheets for refrigeration/freezer units and reporting any failure to the Head Chef/Sous Chef.
- Understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation and to be conversant with the rules contained therein.
- Ensure cleaning is carried out as per the cleaning rota.
- Ensure day dotting is carried out as per HACCP.

## **OTHER DUTIES AND RESPONSIBILITIES**

- The post holder will undertake training and development as identified and appropriate to the post.
- The post holder will carry out any other duties as appropriate to the post and as requested by the Head Chef, Sous Chef or other Hospitality Management.

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**

Previous basic food preparation/food handling experience in a mid to large scale food environment incorporating a coffee bar and/or function catering.	
Basic food Hygiene certificate	
Able to follow instructions and carry out delegated tasks accurately, effectively and within given time frames	
Able to demonstrate honesty, reliability and good time keeping	
Prepared to conform to dress code and Health and Safety procedures	
Able to work evenings, weekends and Bank Holidays as required to meet our service requirements	
Ability to work effectively as part of a team and use own initiative when required	
Able to work in a pressurised work environment in a calm and efficient manner	
A flexible and responsible attitude	

**DESIRABLE**

Previous stock control and/or kitchen record keeping experience	
Experience working with fresh and perishable ingredients	