

# Commis Chef

## **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:** Assist the kitchen team in food production operation to achieve maximum sales and profit by providing excellent standards of food to all our customers, whilst upholding HQ Hospitality's standards and legislation as instructed.

**Our ideal candidate:** Possessing some practical knowledge and an interest in English and continental cookery, you will demonstrate a flexible attitude, a keen desire to learn and the ability to work in an efficient and calm manner as part of a very busy team.

**For an informal discussion contact:** Paul Lawman, Head Chef  
[plawman@hqtheatres.com](mailto:plawman@hqtheatres.com)

**How to apply:** Send your CV and a covering letter to [plawman@hqtheatres.com](mailto:plawman@hqtheatres.com) . 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**

Commis Chefs report directly to the Head Chef.

## **KEY ACCOUNTABILITIES**

### **General Functions**

- To assist with food production, maintaining consistent food standards and quality across all areas of HQ Hospitality.
- To ensure the appropriate quality control measures and hygiene practices are implemented and achieved at all times as instructed.
- To assist the achievement of food budgeted costs controls, ensuring minimum wastage occurs within the unit.
- To actively participate in the ongoing development of the quality standards and menu development.
- To ensure operational areas are properly prepared and stocked for all services and functions.
- To take an active part in the all training activities.

### **Maintenance**

- To maintain all equipment within the catering operation, through due care and diligence, as instructed.
- To notify the Head Chef or Kitchen Administrator in respect of engineer call outs for all repairs on catering equipment, unless instructed otherwise.
- To participate in the HACCAP procedure according to the company's Food Safety Management Document, maintaining correct use of the KRB, including cleaning rota and closedown procedures.

### **Health and Safety**

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

## **OTHER DUTIES AND RESPONSIBILITIES**

- Dress in accordance with Southend Theatres' uniform policy and where protective clothing as issued.
- Undertake training and development as appropriate and keep apprised of developments in field of expertise.

- Carry out any other duties as appropriate to the post and as requested by the Head Chef, Duty Chefs or Hospitality Management team.

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:

- A good knowledge of English and continental cookery
- A positive approach to training and development
- A flair for cooking with fresh quality ingredients
- Able to follow instructions and carry out tasks accurately and within given time frames
- Able to respond positively as part of a team in a pressurised environment
- Hold a food Hygiene Certificate
- Trained to NVQ 1&2 or similar
- Proven experience in contract catering in a busy large scale operation (preferable)
- Possess a good sense of humour
- Good verbal communication skills
- Willing to work flexible hours including evenings, weekends and Bank Holidays as the business requires