****JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Chef  |
| **Reports to** | Food & Beverage Manager |
| **Hours** | Full Time, 40hpw 5 days over 7 |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum inclusive of public bank holidays |
| **Salary** | £35,000  |
| **Location** | Fareham Live, Fareham |

ABOUT TRAFALGAR ENTERTAINMENT (TE)

We’re a leading theatre and live entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focused on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces, and the distribution of live-streaming content. The group is home to Trafalgar Theatres, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, Helen O’Grady Drama Academy, Trafalgar Tickets, London Theatre Direct, Stagedoor App, Jonathan Church Theatre Productions and Chiswick Cinema.

ABOUT TRAFALGAR THEATRES

**Trafalgar Theatres** is the venue-operating division of TE. We currently operate **21** venues; including 14 in the UK regions; the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney. We’re growing fast, we’re confident in what we do, and we’re ambitious about the future. There’s never been a better time to get on board.

Fareham Live is a multi-use venue consisting of a main house with 800 seats, a second space with 120 seats, and additional space for classes and events. The venue also has a café and bar spaces and fully accessible and modern.

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence and Respect.

ABOUT THIS ROLE

This is an exciting opportunity to join, work, and lead in a newly built theatre offering a variety of menus. The Chef will manage daily kitchen operations, working as part of a dynamic team to consistently deliver high-quality food across multiple services. From a daytime café menu to collaborating with the central support team on private and corporate events in the main auditorium, the role offers a diverse culinary experience.

The Chef will support the Food & Beverage Manager in managing kitchen finances and minimising waste while ensuring full compliance with the Group’s Food Safety Policy and Food Safety Management System at all times.

ABOUT YOU

As a motivated, engaging, and dynamic leader, you’ll have the flair of creativity with a keen eye for detail alongside experience of preparing and successfully delivering a high standard of food services in an events, restaurant, hotel, catering or similar business background producing quality, fresh produce.

You’ll have an understanding of the current Food Safety and Health & Safety rules, regulations and legislation, ideally, along with an NVQ level 3 in catering qualification.

JOB ROLE – CHEF

KEY RESPONSIBILITIES

* Food preparation and service of the daytime café, evening grab-and-go and event catering.
* Supporting the Food & Beverage Manager, ordering from nominated supply partners, food preparation and delivery of food services within the expected timeframe, maintaining high standards and quality throughout, and ensuring stock rooms are adequately stocked, maintained, and rotated for every service in accordance with the company’s stock management policy.
* Support Food & Beverage Manager in achieving and maintaining the appropriate costings and budgets, minimising waste and executing the group's menu specifications accurately.
* Ensure all equipment is maintained through monitoring, due care, and diligence.
* Competent use of IT, Microsoft applications and internal systems.
* Support in developing the venue’s food offering, when required, in food development sessions.
* The ability to work both independently and within a team, effectively communicating with colleagues and venue management ensuring preparation and service deadlines are adhered to, with proactive delegation and supervision over kitchen support staff.
* Competent in the efficient execution of kitchen administration, including documentation of food safety and cleaning records in accordance with the Company’s Food Safety Management System.
* 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.
* To act as an ambassador at all times for the venue and Trafalgar Theatres.
* Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.

The post holder with carry out any other duties as appropriate to the post and as requested by the senior group hospitality leaders.

This is not an exhaustive list of duties. from time to time, you may be required to undertake such alternative or additional duties which will be commensurate with your skills, experience, and capabilities.

**Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.**

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Registered Office: Trafalgar Entertainment Group | Ashcombe Court | Woolsack Way | Godalming | United Kingdom | GU7 1LQ