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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Kitchen Team Member |
| **Reports to** | Chef |
| **Hours** | Full Time, 40hpw 5 days over 7 |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum inclusive of Public bank holidays |
| **Salary** | £28,000 per Annum |
| **Location** | Fareham Live, Fareham |

ABOUT TRAFALGAR ENTERTAINMENT (TE)

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O’Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

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 onboard.

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

ABOUT THIS ROLE

An exciting opportunity to join, work, and lead within a newly-built theatre offering various menus, the Kitchen Team Member supports the chef in the daily operation of the kitchen. Being part of a team, you’ll deliver a high level of consistent, quality food through multiple food services. From a daytime café menu to working with the central support team in delivering private and corporate events within the main auditorium, the venue offers a unique, diverse food service. The post holder will support the chef in achieving and maintaining the financials of the kitchen and minimising waste. The Kitchen Team Member is also responsible for adhering to the Group's Food Safety Policy and Food Safety Management System, ensuring they are fully implemented at all times.

ABOUT YOU

As a motivated, engaging, and proactive individual, you’ll have the flair of creativity with a keen eye for detail alongside an understanding of either 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.

JOB ROLE – KITCHEN TEAM MEMBER

KEY RESPONSIBILITIES

* Food preparation and service of the daytime café, evening grab-and-go and event catering.
* Supporting the venue’s effective 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 the Chef 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.
* Basic understanding of IT, Microsoft Word and Excel.
* 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, and delegating when and where needed.
* 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