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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Apprentice Chef de Partie |
| **Reports to** | Head Chef |
| **Hours** | Full-time, 40hpw |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum inclusive of public bank holidays |
| **Salary** | Statutory Apprentice Hourly Rate |
| **Location** | Southend on Sea, Essex |

ABOUT THIS ROLE

Southend Theatres is looking to appoint an Apprentice Chef de Partie to produce meals and eventually lead food service within the required deadlines and to the company’s set standards. The job description represents the full role of a Chef de Partie to which the Apprentice should aspire.

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 SOUTHEND THEATRES

Southend Theatres comprises the Cliffs Pavilion, the Palace Theatre and the Dixon Studio in Essex and is managed by an experienced team of over 250.

Southend Theatres is one of the most successful theatre, event and hospitality operations in the UK, entertaining nearly half a million people and delivering around 1,000 events every year, with venue capacities ranging from 100 seats to 2,200 seating/standing.

KEY RESPONSIBILITIES

* Assist in production, monitoring and maintaining consistent food standards and quality across all areas and during all stages of production and service.
* 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.
* Ensure high quality hygiene systems are achieved at all times.
* Have total accountability for the day to day running of the kitchen service in the absence of the Head Chef/Sous Chef.
* Purchase all food and food related products using company nominated suppliers.
* Help to achieve food budgeted cost controls, ensuring minimum wastage occurs within the unit.
* Actively participate in the on-going management and development of the menus.

## **Maintenance**

* Maintain all equipment within the Hospitality operation with due care and diligence as instructed.
* Notify the Head Chef or Kitchen Co-ordinator regarding engineer call outs for all repairs on catering equipment, unless instructed otherwise.

##### **Staff Management**

* Responsible for the actions and discipline of all staff in the line of command, in liaison with the Head Chef and Trafalgar Theatres HR representative as required.
* Ensure operational areas are properly prepared for all functions each day.
* Play an active part in staff training sessions.
* 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**

* 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.
* 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 & RESPONSIBILITIES

* Ensure all operations adhere to relevant legislation, licensing conditions and Health and Safety Regulations.
* Dress in accordance with Southend Theatres’ uniform policy and wear protective clothing as issued.
* 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.
* 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 Theatre Director, Hospitality Manager or Board of Directors.

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.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from people in groups where we are under-represented, for example people with disabilities, from minority ethnic groups, older returners and people who are neurodivergent.

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