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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Group Support Chef |
| **Reports to** | Head of Food & Beverage |
| **Hours** | Full Time, 40 hpw |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum inclusive of Public bank holidays |
| **Salary** | Upto £36,700 per annum (dependant on skills and experience) plus authorised expenses. |
| **Location** | Regional - Predominately South East |

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 focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces, and through 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 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

The Group Support Chef role is an integral member of the Group Hospitality Team. Working across all venues within Trafalgar Entertainment, the Group Support Chef plays a key role in supporting the Trafalgar Theatres Hospitality and Events teams’. They will be vital in the achievement of consistent food excellence by providing onsite support which is appropriate, agile, and tailored to the venue and group. The Group Support Chef is a practical and hands-on role which supports requirements within venues and works to alleviate key chef gaps by attending, and leading where needed, a variety of services. The Group Support Chef is also responsible for supporting and promoting 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 dynamic leader you’ll have flair of creativity with a keen eye for detail alongside experience of preparing and successfully delivering 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 a NVQ level 3 qualification, or as a minimum Level 2 Food Safety.

JOB ROLE – GROUP SUPPORT CHEF

KEY RESPONSIBILITIES

* Excellent organisational skills, effectively overseeing the ordering, food preparation and delivery of food services maintaining high standrards and quality throughout, ensuring stock rooms are adequately stocked, maintained and rotated for every service in accordance with the company’s stock management policy.
* Work within the appropriate costings and budgets, minimising waste and executing the groups menu specifications accurately.
* Willing to travel, work evenings, weekends & Bank Holidays.
* Basic understanding of IT, Microsoft Word and Excel.
* Support the Group’s Development Chef, when required, in food development sessions.
* The ability to work in both solidarity conditions and within a team, effectively communicating with colleagues and venue management ensuring preparation, and service deadlines are adhered to, delegating when and where needed.
* Competent in the efficient execution of kitchen administration, including documentation of food safety and cleaning records in accordnace 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 commensurate 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