

KEY INFORMATION

Role Title	Kitchen Assistant
Reports to	Head Chef
Hours	Offered on a casual basis
Contract	Casual
Salary	£12.71 per hour
Location	Southend on Sea, Essex

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

To 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 Trafalgar Theatres Hospitality's standards and legislation as instructed.

KEY RESPONSIBILITIES

General Functions

- To assist with food production, maintaining consistent food standards and quality across all areas of Trafalgar Theatres 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 all training activities.

Maintenance

- To maintain all equipment within the catering operation, through due care and diligence, as instructed.
- To notify the Head Chef 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.

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.

This role may be subject to a Disclosure and Barring Service (DBS) check or other security screening, depending on the specific requirements of the position. We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.

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