

Kitchen Assistant

BROMLEY **CHURCHILL THEATRE**

Job Description

Person Specification

January 2019

The Churchill Theatre is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million. HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

The Churchill Theatre in Bromley has been one of the South East's leading live entertainment venues, welcoming over 150,000 customers through its doors every year.

An eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one night events, and world-class pantomime. The theatre is proud to present many 'Bromley Premiere' shows, allowing audiences to see brand new productions prior to the West End or National tour.

Employment type: Casual

Salary: £8.00 per hour

Hours: Hours are offered on a casual basis and subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at the Churchill Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: To support the Head Chef and kitchen team in the general running of the kitchen at the Churchill Theatre Bromley. Service from the kitchen includes (but is not limited to) a pre-show restaurant, sandwiches, buffets, 150+ cover events and private functions

Our ideal candidate: As part of the kitchen team you will be working to maintain high standards of cleanliness and food hygiene whilst assisting with the preparation of food.

For an informal discussion contact: Maria Melolli, Hospitality General Manager
020 8290 8210 mmelolli@churchilltheatre.co.uk

Closing date: Monday 14 January 2019, 5pm

How to apply: Download an application form from www.churchilltheatre.co.uk and send with a covering letter to careers@churchilltheatre.co.uk telling us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to the Head Chef.

KEY ACCOUNTABILITIES

- Basic food preparation as directed by the Head Chef. Including chopping/peeling etc. Cooking and plating up of dishes during service time, to the high standards of presentation required;
- Washing up of equipment/crockery/cutlery as required. Cleaning and tidying of all areas relating to the post. Involvement in deep-cleaning of said areas, as and when required;
- Receiving and storing of deliveries, stock rotation, in line with procedures;
- Provide assistance with regular stock counts where required;
- Adherence to all Churchill Theatre procedures and policies, including, but not limited to, food hygiene standards, uniform and personal cleanliness and conduct;
- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others;
- Other related duties as may from time to time be reasonably required by the Head Chef or Hospitality General Manager.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend meetings as required.

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.

PERSON SPECIFICATION

ESSENTIAL

- Enthusiasm and passion for the preparation of fresh food;
- Experience in food preparation / working in kitchens;
- The ability to perform well as part of a team;
- Ability to respond flexibly to changing business needs and demands, and to work calmly and effectively under pressure;
- Ability and willingness to work not only during the weekday daytimes, but also, as required within the kitchen rota, in the evenings, at weekends, and on Bank Holidays;
- Reliable with good time keeping;
- A can-do attitude;
- A good sense of humour.

DESIRABLE

- Literacy, computer literacy and numeracy as appropriate to the requirements of the Post.