



## Malvern Theatres Job Advert

<b>Position:</b>	Head Chef
<b>Employer:</b>	Venue Catering Partner
<b>Location:</b>	Malvern Theatres, Malvern
<b>Responsible to:</b>	General Catering Manager
<b>Closing Date:</b>	9 <sup>th</sup> May 2021
<b>Interviewing:</b>	

Malvern Theatres are looking for a full-time **Head Chef** to work at Malvern Theatres in the delivery of first-class catering services to daily customers and pre show dining.

### Main Role

Deliver high quality food and service to the theatre's customers and development of the food standards working closely with the GM

Achieve the Event Day and Daily sales (budget turnover, maximising profit, by tight controls of expenses). To organise all deliveries and stock levels to suit business levels and ensure business meets all food, health & safety & environmental health requirements. Manage staff numbers and variable payroll to % target within profit & loss. Ensure all kitchen staff are well presented at all times. Record all expenditure and deliver set cost of sale.

### Duties

- To work in collaboration with the General Catering Manager to plan innovative and **costed menus** for various events and daily café service.
- Organise day to day running of business.
- Ensure Kitchen is well presented and meets hygiene standards at all times.
- Manage orders for all food in line with agreed suppliers.
- Produce specifications/pictures for all menus.
- Manage staff levels in line with profit & loss for the kitchen.
- Ensure cleaning schedules are up to date.
- Manage all risk assessments and ensure any problems are solved.
- Complete all relevant EHO information including temperature records.
- Be involved in weekly event brief meeting all departments.
- Ensure Kitchen staff are well presented at all times in standard unit uniform.



- To support the whole team in all areas of the operation.
- Ensure that all events are provided the service/food as set by the sales team and client.
- Ensure good stock rotation is maintained and delivered
- Deliver budgeted cost of sale
- Conduct monthly stock takes
- Manage stock and waste

### Financial Responsibility

- To ensure that all purchases are in line with shopping basket provided by the General Catering Manager.
- Complete all Financial responsibilities in a timely manner.
- Ensure regular staff levels are adjusted in line with business levels.

### Miscellaneous Responsibilities

- To organise own time off in conjunction with the General Catering Manager
- To ensure that holidays are taken subject to the needs of the business and not carried forward.
- To report, and where possible take action for, any incidences of fire, damage, loss, refrigerator breakdowns or other occurrences.

Qualifications	Essential	Desirable
BTEC HND in Professional Cookery or BTEC HNC in Cookery or Hospitality Catering working towards a HND	✓	
Level 3 or above Food Hygiene Certificate	✓	
Relevant qualification in Health & Safety		✓
<b>Experience</b>		
Evidence of continual professional development and a desire to increase sport nutrition knowledge		✓
Relevant experience of working in banqueting / hotel kitchens		✓



Working with external chefs to ensure catering delivered to the highest standards	✓	
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Skills and Qualities	Essential	Desirable
Excellent organisational skills	✓	
Ability to work under pressure	✓	
Attention to detail and the ability to identify and solve problems	✓	
Excellent personnel management skills	✓	
The ability to communicate concisely, assertively and effectively and at all levels of the organization	✓	
Ability to work flexibly including evenings and weekends	✓	
Ability to prioritise between conflicting demands	✓	

Salary and Bonus Commensurate to Experience, based upon an average 5 - day week, flexible hours to fit the business and personal circumstances. The role includes evening, weekend and some bank holiday working & also working at other VCP venues on occasions.

If you are interested please send your CV with your exiting salary to

**CV and Covering letter to the following:**

**General Catering Manager -**

**E: [info@venuecateringpartner.co.uk](mailto:info@venuecateringpartner.co.uk)**