**Job Summary**

Landmark Theatres is looking for an Assistant Chef to join their team at the Queen’s Theatre , Barnstaple and Landmark Theatre , Ilfracombe

The ideal candidate will be responsible for assisting the Hospitality Manager and the Chef in the day to day operation of the catering offer at both venues.

**About Landmark Theatres**

Landmark Theatres is a portfolio of regional venues in North Devon and Peterborough receiving a wide variety of arts and cultural opportunities for local communities. This includes major touring productions, high-profile live music acts, big-name stand-up comedy, dance, superb theatre and new writing. We also produce high-quality Musicals, Drama and Family productions including our annual family Pantomime in Peterborough.

Our venues consist of: Queen Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough (112 & 360 seats). We are the largest new theatre entrant to Arts Council England's National Portfolio (23-26) and are working with a number of high-quality partners such as Birmingham Royal Ballet, The National Theatre and Paines Plough.

We receive an annual grant of £1 million a year for the current three-year funding cycle from 2023-24 to 2025-26 to ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring and developing new talent for and with the audience we serve across North Devon and Peterborough.  This funding is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally. We are now building a new producing theatre organisation outside London – for the first time in a generation.

The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such ACE have broadened the companies’ ambitions against their Let’s Create Strategy.

We pride ourselves on an in-depth understanding of the locations in which we operate. Working in areas of lower cultural engagement across the UK. We are respectful and responsive to local priorities, deliver innovation and work in partnership to empower our communities. We deliver a breadth of creative activities and ways in which our communities can engage whether that be as an audience member, participant, decision maker or through developing talent.

[**landmarktheatres.co.uk/**](https://www.landmarktheatres.co.uk/)

Landmark Theatres is a value-led organisation: innovate, include, collaborate, empower, sustain. We are committed to being diverse and inclusive and to making our workforce representative of different backgrounds and experiences of the communities we serve.

LANDMARK THEATRES LTD

Assistant Chef

Job description

Job Title: Assistant Chef  
Responsible to: Hospitality Manager/Chef  
Place of Work: Queen’s and Landmark Theatres North Devon

Hours of Work: Weekday, evening and weekend work required as per our performance times.

Salary: £25,500 pro-rata  
   
Contract: Permanent, annualised hours based on 36 hours a week

Start Date: As soon as possible

OVERVIEW OF THE ROLE

As a member of the Queen’s and Landmark Theatres team the Assistant Chef is required to ensure that our customers receive exceptional food service during their visit. Whether it's for events, parties, conferences, meetings, weddings, or performances. The Assistant Chef role must demonstrate commitment to making sure that everyone who comes through our doors feels welcome and valued, and that their needs are met with efficiency and professionalism.

The role is subject to a 6-month probation period to ensure the successful candidate is suitably supported to carry out their duties.

**Key Responsibilities**

* To work alongside the Chef in the planning, preparation, production, presentation and portioning of the day-to-day breakfast, lunch, and snack service for students, staff and visitors.
* To be able to deputise for the Chef as and when required
* To support the pre-show dining service at both venues as required.
* To prepare, meals in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided.
* To assist with the provision and participate in the promotion of the business at special events or functions (hospitality) and to be available for some work taking place outside normal working hours
* To build a brand with support from the Chef and Hospitality Manager to sustain interest in the range of food and beverages available and where appropriate increase sales.
* To be able to use the cashless till operation and reports.
* To produce cost/sales analyses when required.
* To recommend and implement cost reductions, and service improvements to the standards required by the business.
* To maintain the high standards of personal and food hygiene and ensure no breaches in health and safety within the working environment.
* To ensure correct food storage, handling and preparation of food.
* To monitor and record food and equipment temperatures to catering regulations. To ensure heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the kitchen and restaurant are operated to standards required by the Statutory and Hygiene, Health and Safety and Fire regulations and policies. Similarly, to ensure that employees use safe methods of work and that no unauthorised person cleans/operates certain equipment.
* To assist in the clearing and cleaning of the kitchen and the equipment using schedules and rotas when applicable.
* To observe all Health and Safety rules and take particular care regarding the use of chemicals.
* To be willing to share new ideas, menus etc.
* To be responsive and adaptable to customer needs.
* To actively uphold Landmark Theatres core values
* When hosting visiting companies, ensure they have a seamless and enjoyable experience.

Person Specification

Essential

* Experience in kitchen operations
* In-depth understanding of food health and safety regulations
* Exceptional time management and organisational skills
* Excellent verbal communication skills
* Ability to work as part of a team
* Thoroughness and attention to detail
* Experience of working in a customer focused environment
* Excellent customer service skills
* Good interpersonal skills
* Good organisational skills
* Flexible, positive and inclusive attitude

Desirable

* Experience of POS systems and processes
* of GDPR and PCI compliance
* Background of working in a hospitality environment

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation and/or arts organisations in general.

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, and reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). The successful candidate must be willing to undergo an enhanced Disclosure and Barring Service check (at Landmark’s expense) if a job offer is made subject to this being obtained.

**To apply for this role please complete the application form and equal opportunities monitoring form found on our website** https://www.queenstheatre-barnstaple.com/about-us/jobs/ **and return to** [**jobs@landmarktheatres.co.uk**](mailto:jobs@landmarktheatres.co.uk) **with Assistant Chef in the subject line.**

All applicants will receive a response regardless of the shortlisting outcome.