

## **Bank Chef – Job Description**

**Post Title:** Bank Chef

**Responsible to:** Chef Manager/Sous Chef

**Key contacts:** Café Bar Supervisor, Customer Services Manager, Bar Manager, Duty Theatre Manager all other staff and volunteers, external suppliers and customers

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### **Background**

The Stables group – based in Wavendon, Milton Keynes – is owned by the registered charity, Wavendon Allmusic Plan Ltd, founded in 1969 by Sir John Dankworth and Dame Cleo Laine to engage the widest range of people with music in all its diversity. It currently realises its vision through The Stables, Milton Keynes, one of the UK's leading music organisations delivering over 350 concerts across all music genres and 250 education projects per annum, including the National Youth Music Camps. It also produces IF: Milton Keynes International Festival, a multi-artform festival founded in 2010.

Café in2 is an established restaurant, managed by The Stables, providing informal pre-show dining on concert nights, and has built up a regular and appreciative clientele and a reputation for top quality fresh food. We also put on Meal Deals, with menus themed to tie in with world music concerts, two or three times a month, as well as catering for visiting artists and various corporate events at The Stables.

Due to career progression and the on-going success of both The Stables and Café in2 we now have an excellent opportunity for a Bank Chef to join our small friendly team providing pre-show dining and a full catering service at The Stables.

### **Job Summary**

We are currently looking for a Bank Chef to work on an 'as required basis' within our catering team to cover absences and busy periods within the department. The successful candidate will need to be able to work as part of a team and should have an NVQ2 or equivalent, or be qualified by experience in catering, along with a basic food hygiene certificate.

The successful candidate will work well under pressure and be able to work as part of a team.

Applicants will need to be flexible in their working hours. A mixed shift system, including morning, afternoon, evening and weekend shifts is currently in place.

N.B. This Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.

### Principal Responsibilities

1. To adhere to rules and best practice of Hygiene, Health and Safety at all times to ensure full compliance with all relevant current legislation.
2. Preparation and cooking of dishes for service to consistently high standards as instructed by the Chef Manager or Sous Chef.
3. To maintain a clean and tidy workplace at all times in compliance with current Food Safety Laws.
4. To carry out and record temperature controls daily as required or instructed.
5. To check-in deliveries ensuring correct items and quantities delivered and delivery temperatures are recorded. Report any discrepancies or quality issues to Chef Manager or Sous Chef.
6. To communicate effectively with front of house staff with regard to menu items, content of dishes, shortages, customer orders, special requests etc.
7. To communicate effectively with customers maintaining a polite and helpful manner at all times.
8. To provide support and assistance to volunteers at all times as appropriate.
9. To undertake any other duties or training as required that are commensurate with the general level of responsibility for this post.

### Required Knowledge and Experience

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• General Secondary Education to GCSE level.</li></ul>	<ul style="list-style-type: none"><li>• Professional Cookery City &amp; Guilds Level 1 or 2</li></ul>
<b>Job Related Experience</b>	<ul style="list-style-type: none"><li>• Not essential as full training could be provided.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a kitchen/restaurant environment.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Self motivated with a willingness to learn and progress in career.</li><li>• Ability to work as part of a team and on own initiative under pressure.</li><li>• Ability to lift and move equipment and supplies.</li><li>• Able to communicate effectively with other staff and customers.</li><li>• Pleasant personality.</li></ul>	

<b>Other</b>	<ul style="list-style-type: none"> <li>• Willing to undergo training.</li> <li>• Flexible – hours will vary according to business needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene Certificate.</li> <li>• Experience of working with volunteers.</li> <li>• Current driving licence and/or own transport.</li> <li>• First Aid Certificate.</li> </ul>
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### **Terms & Conditions**

Salary will be dependent on experience.

Applicants will need to be flexible in their working hours. A mixed shift system, including morning, afternoon, evening and weekend shifts is currently in place.

### **How to Apply**

Applicants who wish to discuss the role in advance of application can arrange to talk to the Chef Manager by contacting Lorraine Hack on 01908 280828.

Applications must be made on The Stables application form which can be downloaded from the stables website [www.stables.org](http://www.stables.org). We regret that CVs cannot be accepted (no agencies please).

Completed applications should be returned to [lorraine.hack@stables.org](mailto:lorraine.hack@stables.org) or by mail to Lorraine Hack, The Stables Theatre Ltd, Stockwell Lane, Wavendon, Milton Keynes, MK17 8LU

The Stables is an equal opportunities employer, which is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities. We would be grateful if you can also complete and return our Equal Opportunities monitoring form.