

Head Chef: Job Description & Person Specification

Post Title:	Head Chef
Responsible to:	Head of Operations
Responsible for:	Sous Chef / Catering Assistant
Key contacts:	Bar & Catering Manager, all other staff and volunteers, external suppliers and customers

Introduction

The Stables is one of the UK's leading music organisations attracting diverse audiences for over 400 events each year. It also delivers over 250 learning & participation sessions and plays host to many national conferences as well as producing the biennial IF: Milton Keynes International Festival. Since 2007, the venue has offered a popular pre-show dining menu along in the informal café bar setting of its second performance space, Stage 2. We are looking for a new team led by an enthusiastic and experienced Head Chef to build on that success and build a new team and dining offer to complement and support our activities.

Job Summary

To be responsible for the menu planning, preparation, presentation and service of food to appeal to a wide range of customers and artists, working with the Bar and Catering Manager to ensure financial and customer satisfaction targets are met.

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 be the Head Chef in the kitchen and to be responsible for planning the café bar menus on a seasonal basis with additional special event menus for festivals, themed events, conferences, artist catering and meetings as required.
2. To work with The Bar and Catering Manager to ensure financial targets are met through sensible menu planning; effective procurement of all catering supplies; minimising waste of perishables; storing goods correctly; and liaising with suppliers and clients as required.

3. To have a working knowledge of current Licensing, Health & Safety and Food Safety legislation and ensure that the latest regulations are strictly observed, including the cleaning and maintenance of equipment, food preparation areas and storage areas.
4. To work with the Bars and Catering Manager to ensure that an appropriately staffed café and catering function is provided for events, hires and other functions as required, liaising with the events team and outside catering providers where necessary.
5. To provide information to The Head of Marketing & Communications in a timely manner to facilitate the effective sales promotion of the catering offers.
6. To ensure the kitchen and café area are kept clean and tidy to a hygienic and safe standard and record all procedures and actions taken to ensure compliance with legislation.
7. Working with the Bar & Catering Manager to maintain accurate stock movement records and ensure that regular stock-taking is undertaken, keeping financial and administrative records as required.
8. To be responsible for recruiting training, leading and motivating other chefs / catering assistants / kitchen staff, volunteers and trainees as required to ensure an efficient catering service is maintained
9. To ensure the efficient front of house service and clearance, supervising the cleaning and storage of cutlery, crockery and other kitchenware.
10. To, monitor the quality of the product and service provided to ensure customer satisfaction at all times, responding to comments, suggestions or complaints and keeping a record of action taken.
11. To provide relief cover and support for the Bar Manager and licensees as required.
12. 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

Criteria	Essential	Desirable
Educational Qualifications		<ul style="list-style-type: none"> • Good passes at GCSE level or equivalent experience • National Licensees Certificate
Job Related Experience	<ul style="list-style-type: none"> • Practical experience of managing and working in a busy café / restaurant / pub environment • Experience of devising menus and preparing food to a high standard • Experience of negotiating 	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience of using Microsoft Office packages including Word, Excel and Email

	<ul style="list-style-type: none"> with suppliers to ensure value for money • An understanding of current Health & Safety legislation including food safety • Experience of managing and training staff • Good communications skills – written, verbal, telephone • Good administrative skills including record keeping • IT literate • Experience of managing a budget • Experience of stock-taking procedures 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent organisational and motivational skills • Ability to lift and move equipment and supplies • Excellent customer care skills • Ability to work as part of a team and on own initiative under pressure • Lively and outgoing personality • Ability to keep calm under pressure 	
Other	<ul style="list-style-type: none"> • Willing to undergo training • Flexible – evening and weekend work will be required 	<ul style="list-style-type: none"> • First Aid Certificate • Current driving licence and own transport

Key Terms and Conditions

- The Head Chef will work in Milton Keynes. The Stables is based in rural Wavendon, Milton Keynes, and the Festival takes place in and around central Milton Keynes.
- The post is offered on a full-time basis with flexible annualised hours, and will involve working outside of normal office hours to accommodate the needs of the role.
- The post is subject to a six-month probationary period. Upon successful competition of the probationary period it will be a permanent position and the post-holder will be eligible for bonus pay awards under the terms of the company's performance-related pay scheme.

- The salary is circa £30k per annum, dependent on experience.
- Full terms and conditions will be made available on offer of appointment.

Application Process

Applicants are asked to complete The Stables application form which can be downloaded from The Stables website www.stables.org or obtained from lucy.bedford@stables.org. If you would like an informal chat in advance of the application please contact Eamonn Byrne, Head of Operations on 01908 280819.

Completed applications should be returned **by 12 noon on Monday 22 October 2018** to lucy.bedford@stables.org or by mail to Lucy Bedford, 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.



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