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**JOB DESCRIPTION**

**Job title: COOK**

**Responsible to: CATERING MANAGER**

**Responsible for: NONE**

**Key Relationships: CATERING MANAGER, FRONT OF HOUSE MANAGER, DUTY MANAGERS, OTHER CUSTOMER SERVICE ASSISTANTS, BOX OFFICE MANAGER, PUBLIC**

**Purpose of Post:**

The post holder will support the catering function of Derby Theatre the preparation and delivery of all hospitality functions with a specific focus on cooked goods and baking. This role will be responsible for baking homemade cakes/traybakes and soups which will form part of Derby Theatre Café main menu. This role may include working in our café and provide cover for sickness/absence and leave as required.

**DUTIES**

* To support the Catering Manager on the preparation, delivery and evaluation of Derby Theatre’s hospitality events.
* To support Catering Manager in the planning, preparation and delivery of press night functions.
* To bake a selection of homemade cakes and traybakes for sale on the Café.
* To make a selection of seasonal menu items (including soups) for sale on the Café.
* To follow all food hygiene and safety protocols.
* To cook café special dishes as required.
* Daily operation of the café and bar in line with procedures, ensuring a high standard of presentation.
* To support the Catering Manager with menu planning.
* To act as a barista (making espresso-based coffee drinks) and serve a selection of hot and cold drinks as and when required.
* Deliver a menu of light meals including soup, toasties and sandwiches.
* Maintaining a pleasant, positive and approachable presence within the venue at all times.
* Promotion of all products – food, ice cream, confectionary and beverages as well as production related merchandise including programmes.
* Have a high standard of product knowledge and promotions.
* Maintaining an efficient and effective service ensuring the development of customer rapport.
* Cash handling and transaction processes including the use of an electronic till system.
* To notify the Catering Manager or in absence, notify the Duty Manager of any food,
* beverage, cleaning or disposable supplies required.
* To follow and adhere to all operational procedures, including keeping temperature records for refrigerators, stock rotation, food dating and labelling.
* To notify the Catering Manager with regard to any of out-of-date product, to record accordingly and properly dispose of refuse from the bar/café.
* To provide customers with allergen information.
* To notify the Catering Manager or Duty Manager of any operational or equipment issues as soon as they arise.

GENERAL

* Carry out other duties and responsibilities as may be reasonably required within the level of the post.
* Appear neat and tidy at all times and within the agreed dress code.
* Provide a positive, accessible and high-quality service to all customers and colleagues in all Front of House areas of work at all buildings associated with Derby Theatre.
* To be a flexible member of staff and work, as necessary, across the front of house and catering aspects of the building where possible.
* Assume responsibility for acquiring and providing product and venue knowledge responding positively to customer enquiries and requests.

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.

Please note that the interview for this role will include a practical task.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment** |
| **Knowledge and Skills** |  |  |
| Excellent customer service skills and the ability to lead by example. | **Essential** | Application, interview |
| Excellent interpersonal and communication skills. | **Essential** | Application, interview |
| Ability to bake a selection of tray bakes and cakes. | **Essential** | Application, interview |
| Ability to make homemade soups. | **Essential** | Application, Interview |
| Ability to cook a range of diverse dishes. | **Essential** | Application, Interview |
| Barista training. | Desirable | Application, Interview |
| **Experience** |  |  |
| Two year’s previous experience as a chef or cook. | **Essential** | Application, interview |
| Experience of following standardised recipes. | **Essential** | Application, interview, task |
| Experience of working in a fast paced, high standard service environment. | **Essential** | Application, interview |
| Experience of food handling and service. | **Essential** | Application, interview, task |
| Experience of working in a theatre or arts environment. | Desirable | Application, Interview |
| **Personal Attributes** |  |  |
| Ability to maintain high standards of service while working under pressure. | **Essential** | Application, interview, task |
| Sales-oriented and target-driven approach. | **Essential** | Application, interview |
| Ability to work independently as well as part of a team. | **Essential** | Application, interview |
| Ability to work evenings, weekends and public holidays, as required including working on press nights and evening events. | **Essential** | Application, interview |
| Ability to uphold the vision and values of Derby Theatre. | Desirable | Application, interview |

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** £13.17 per hour.

**Hours:** 16 contracted hours. Hours will vary and may include weekdays, weekends and evenings, overtime may be available at certain times throughout the year).

**Probation:** This post is subject to a three-month probationary period.

**Notice**  1 month.

**Benefits:** Standard Derby Theatre benefits.

**Other Terms** In accordance with BECTU and the Derby Theatre House Agreement.

**HOW TO APPLY**

Visit our website www.derbytheatre.co.uk to download an application form and equal opportunities monitoring form (these are combined in one document). **You must fill in this form to apply as no CVs will be accepted.**

If you want to answer the **PERSONAL STATEMENT** section as a video or audio file, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link https://wetransfer.com/

Make sure you save your application form with the file name including your name and the job title, e.g. **Your Name – Job Title – Application form**

Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.

Email your completed application form, or files and equal opportunities monitoring form to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk) .

If you need any support with this application or wish to ask any questions, please contact  [l.riley@derby.ac.uk](mailto:Contact%E2%80%AFl.riley@derby.ac.uk) .

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.

**WHAT SHOULD I EXPECT IF I AM INVITED TO AN INTERVIEW?**

We aim to make the interviews as accessible and engaging as possible and we want you to talk about yourself and your work experience in a relaxed and friendly setting. We feel an interview should be a chance for you to find out more information about the role and to also get a sense of whether this is the right environment for you.

With this in mind we have designed an interview which will enable potential

candidates to meet members of the team, see some the spaces where you might be working in and, of course, a chance to talk about you and your work experience. We will send you examples of some the questions in advance of the interview and of course please let us know in advance if you have any special requirements or needs that we might want to consider.

**Closing Date:** Wednesday 29th October 9am

**Interview Date:** Wednesday 5th November