

# MARLOWE THEATRE

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Sous Chef
<b>Reports to</b>	Head Chef
<b>Grade</b>	K
JOB PURPOSE	
To support the Head Chef to supervise staff and to prepare and cook food for The Marlowe Theatre's catering offer to ensure the delivery of an excellent customer service.	
PRINCIPAL ACCOUNTABILITIES	
<ol style="list-style-type: none"> <li>1. As directed by the Head Chef, to cook and prepare all menu items to ensure a high standard of food offer.</li> <li>2. To supervise kitchen staff as required ensuring that all staff work in a safe and legal way.</li> <li>3. To deputise for the Head Chef as required.</li> <li>4. To work with other departments within the theatre in providing effective service delivery in order to deliver an excellent standard of customer service</li> <li>5. To control wastage of stock to ensure maximum efficiency at all times and to support the delivery of agreed margins</li> <li>6. To respond to standard enquiries in a timely manner, escalating non-standard queries and complaints, to ensure high levels of customer service for both internal and external customers.</li> <li>7. To drive your own career and skills development, making the most of the opportunities made available to you.</li> <li>8. To work in a safe and legal way to comply with regulatory and legislative requirements.</li> <li>9. To live and represent the Marlowe Theatre's values.</li> </ol>	
REQUIRED ATTRIBUTES	
<b>Required Qualities</b>	<p>The Marlowe Theatre's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p>

	<p>In order to live our values, our Sous Chef should be:</p> <ul style="list-style-type: none"> <li>• A people person with great interpersonal skills</li> <li>• A collaborative and proactive team player</li> <li>• Friendly and customer focused</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of cooking techniques and style.</li> <li>• Strong knowledge of relevant legislation and regulations in particular food hygiene and food allergies.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A basic level of written and verbal communication skills.</li> <li>• Adaptable with the ability to work quickly and effectively under pressure</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 12-24 months experience working at Chef de Partie level or above in the catering industry</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in professional cookery or equivalent</li> <li>• Level 2 in Food Safety.</li> <li>• The Marlowe Theatre values education and in this role good numeracy and literacy skills are required.</li> </ul>

#### **JOB DIMENSIONS**

<b>Annual budgetary amounts</b>	
<b>Number of staff reporting to the job holder</b>	Direct Reports – 0 Indirect Reports – 0
<b>Any other relevant statistics/information</b>	The post has remote responsibility to meet departmental budgetary targets for catering food and consumables, and works in a hot working environment.

#### **WORKING ENVIRONMENT**

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

#### **ORGANISATION CHART**

See attached

**April 2022**