

RIVERSIDESTUDIOS

JOB DESCRIPTION

Position:	Head Chef
Responsible to:	Operations Director
Hours of work:	Permanent, full-time, year round
Applications to:	careers@riversidestudios.co.uk Closing Date is 5.00pm on Friday 30 August 2019

Riverside Studios Background

Riverside Studios is reopening in October 2019 after a five-year redevelopment. It will be a national centre of excellence and innovation in the arts and entertainment. With a rich history as a film studio, television studio and community arts centre, Riverside will continue to showcase and promote the very best of live performance whilst championing the digital arts.

Position Profile

Riverside Studios is looking for an experienced Head Chef to lead the kitchen team and manage food delivery across our Kitchen, Bakery and associated catering functions, delivering excellent food and drink to audiences and visitors. The Head Chef will be responsible for a team of staff to help deliver quality food, maximise profitability and lead the ongoing development of Riverside's catering operation. We want someone who is passionate about food and provenance, looking to work somewhere refreshing and different, is friendly, outgoing and happy to work and lead a team in a busy, fast-paced environment.

Main Duties and Responsibilities

- Manage the installation and final build process of the catering facilities at Riverside Studios.
- Work closely with the Operations Director to hire a team capable of delivering the required operation when the building opens.
- Have a knowledge of different styles and methods of cooking and be passionate about food.
- Develop the menu and overall food offering to be ready to present when the building opens to the public.
- To be responsible for the day-to day-management of the kitchen and catering operations, including all operational resource.
- To take responsibility for the financial operations of the kitchen and any catering functions, and work with the F+B Manager, to ensure efficient running and maximisation of profit.
- To develop and deliver long-term strategic business development of the catering operation in collaboration with the Senior Management Team.
- To recruit, develop and inspire a team to operate the catering operations and ensure that current working regulations and good practice procedures are adhered to, in line with Riverside Studios staffing policy.
- Ensure the operation adheres to all H&S, HACCP and Food Hygiene regulations as required and liaise with the relevant local authorities and ensure all equipment is serviced and maintained as required.
- To develop, monitor, review and refresh the food menus with the Operations Director and F+B Manager in order to provide all visitors to the building with interesting and appetising choices.
- Ensure the use of local and sustainable produce and suppliers wherever possible.
- To collaborate closely with the company running the commercial restaurant space to maximise trading power across the Riverside Studios.

- Assist the F+B Manager in implementing all environmentally sustainable initiatives including the waste and recycling of the organisation.
- To ensure that all kitchen staff have adequate and appropriate training in Health and Safety and incident and fire evacuation procedures.
- To work with the Venue Operations Manager and F+B Manager in developing risk assessments for the specific catering areas of the building.

General

- To attend monthly Management and weekly Scheduling Meetings.
- Adhere to, and actively contribute to, Riverside Studios policies including Equalities (including diversity, access and equal opportunities), Environmental and Health and Safety.
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of Riverside Studios.
- To act always in the best interests of Riverside Studios and to represent the company with diplomacy, discretion and courtesy at all times.
- Carry out any other duties as may be reasonably required.

Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

Essential

- An affinity for the mission, vision and work of Riverside Studios and a passion to help achieve its success.
- Experience of managing similar catering operations, restaurants or kitchens including financial planning and management.
- Proven experience of creating, motivating and managing an open and collaborative team, and leading by example with a positive attitude, a high level of self-motivation and ability to work using your own initiative.
- Excellent proven chef skills in similar operations and the ability to communicate effectively with people at all levels, both internally and externally.
- An understanding of equal opportunity and cultural diversity issues in the delivery of Riverside's services.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to priorities and to meet deadlines and work within set budgets.
- Knowledge of Licensing, Health and Safety, employment law, the Disability Act and Food Hygiene regulations and experience of implementing and monitoring safe working practices.
- Proven IT skills across Office products.
- Flexibility in relation to duties and working hours which will require evenings and weekends.

Desirable

- A valid First Aid at Work Certificate
- Qualifications in health and safety and food hygiene
- Able to start within four weeks of job offer

Terms and Conditions

Salary:	Subject to experience.
Working Hours:	40 - 45 hours per week. The post holder will be required to work flexibly with regular evening and weekend work.
Holidays:	The annual leave entitlement is 25 days plus statutory holidays.
Pension Scheme:	Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute
Probation:	Six months
Contract type:	Permanent
Equal Opportunities:	Riverside Trust supports the principle of equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practise in recruitment of new employee's selection for interview is based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees.

How to Apply

If you wish to apply for the position please see the Recruitment Timetable (below).

Please send:

- A comprehensive CV
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunity form

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'HEAD CHEF' in the subject line to careers@riversidestudios.co.uk.

Closing Date	Friday 30 August 2019
Interviews	w/c Monday 2 September 2019