

# Chef de Partie

## Job Description



<b>Role:</b>	<b>Chef de Partie</b>
<b>Department:</b>	<b>Catering</b>
<b>Responsible to:</b>	<b>Head Chef</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Contract:</b>	<b>Fixed term, full-time</b>
<b>Contract Dates:</b>	<b>TBC to September 28, 2021</b>
<b>Anticipated basic hours per week:</b>	<b>40</b>
<b>Basic working week:</b>	<b>Up to 6 days out of 7 based on a Monday to Sunday working week.</b>
<b>Salary per hour/per week:</b>	<b>£13 per hour</b>

**Please note that this role requires work in the evenings and at weekends. You may also be required to work on Bank Holidays.**

### 1. About us

Please download the separate document <https://openairtheatre.com/uploads/files/ABOUT-US.pdf> and also read our latest Annual Review which can be found here: <https://openairtheatre.com/about>.

### 2. The role of Kitchen Attendant

We are looking for a hard-working and passionate Chef De Partie with a great working attitude and attention to detail. We are looking for someone well organised with the ability to work in a team as well as independently. The successful candidate will be used to working in the pressure of a busy kitchen.

### 3. Key responsibilities

#### Catering

- Preparation of the various menus on offer for The Grill, The Summer Café (new pizza menu), the covered dining restaurant, events, and hospitality packages (pre-sold online);
- To deliver our catering menus above during the pre-show service;
- To meet all service requirements in a timely manner, ensuring all food is prepared and presented to the correct standard, meeting tariff and portion specifications;
- Assisting with preparation of dishes for internal and external events where necessary;
- Being responsible for maintaining good hygiene and cleanliness as well as the safe working practices expected in a professional kitchen;
- To follow food hygiene, health and safety and environmental legislation, keeping records as required;
- Being responsible for running own section in the kitchen including writing prep lists and placing orders with the Head Chef;
- To ensure goods are received and stored in the correct manner;
- To ensure all equipment kitchen, service and storage areas are kept clean and working at all times, reporting any faults immediately.

### 4. Responsibilities of all staff members

- Demonstrate an interest in all the work of our company, the experiences we create and theatre generally.
- Be prepared to work at the times required by your role and the theatre's operating schedule. This may include evenings, weekends and Bank Holidays.
- Ensure that the company remains up-to-date with issues and practices related to your role.

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- Maintain an awareness of the work of all departments and their need for support, facilitating excellent communication and cooperation between departments.
- Maintain an appropriate level of personal appearance for your role which, if applicable, shall be in line with the uniform policy set out in the Staff Handbook.
- Demonstrate and maintain an appropriate level of understanding for your role of equal opportunities, health and safety, access and licensing requirements in a theatre.
- Maintain and safeguard all documentation, records, filing systems and databases required to ensure compliance with all internal policies, data protection, financial and other regulations.
- Represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.
- Comply with all company policies and undertake any other reasonable duties as required by the senior management.

### 5. Person specification – essential criteria

- A passion for producing great food.
- Good attention to detail with high standards of presentation.
- Good written and spoken English with proven interpersonal skills.
- Ability to communicate effectively with a wide variety of people at all levels in a confident and friendly manner.
- Proven ability to work well both independently and within a team.  
Calm, organised and tactful approach.
- Ability to work well under pressure to meet deadlines, independently problem-solving, quickly and efficiently.

### 6. Person specification – desirable criteria

- Previous experience working in this department in a theatre or similar organisation.
- Basic Food Safety certificate

### 7. Further information

Owing to the seasonal nature of our activities, you will not be able to take holiday during the contract unless required by us; payment in lieu of your unused holiday entitlement will be made at the end of the contract. The full terms and conditions of employment shall be as set out in the successful candidate's contract.

Regent's Park Open Air Theatre is an equal opportunities employer and our recruitment process is open to all. Our ambition is to achieve greater diversity so that our organisation better reflects the city and country in which we live.

As the majority of our appointments are seasonal, we evaluate a very large number of applications and candidates each spring. For this reason, we are not able to offer bespoke feedback to unsuccessful applicants at any stage of the process. However, if you are invited to interview, you will also be given an opportunity to ask the panel your own questions.

### 8. How to apply

Please download, complete and e-mail the following to [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com):

- Personal details form;

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- application form; and
- equal opportunities form.

**Closing date: 10am, July 22, 2021**

**Interview 1: July 23, 2021**