

# MARLOWE THEATRE

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Head Chef
<b>Reports to</b>	Director of Operations
<b>Grade</b>	J

## JOB PURPOSE

To deliver the food and catering offer for the Marlowe Theatre in order to achieve the organisations business and customer service objectives.

## PRINCIPAL ACCOUNTABILITIES

1. To plan, produce and manage the food and catering offer within the Marlowe Theatre estates to deliver an excellent customer experience
2. To lead the kitchen team ensuring maximum efficiency and that all health and safety standards are met.
3. To work with the Green Room Manager in delivering excellent café and restaurant service, and functions business for the Marlowe Theatre.
4. To control expenditure and monitor budgets, ensuring the kitchen team operates in a commercial way to achieve value for money and optimise financial return.
5. To monitor and respond to feedback from customers so that continuous service improvements are made.
6. To lead and develop the kitchen team, ensuring that staff are effectively recruited, trained, have development opportunities, and are supported so they can meet business plan targets and deliver excellent customer service.
7. To ensure that you, your team and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements.
8. To drive your own career and skills development, making the most of the opportunities made available to you.
9. To live and represent the Marlowe's values.

## REQUIRED ATTRIBUTES

### Required Qualities

The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.

We actively seek to represent the diversity of our society

	<p>In order to live our values, our Head Chef should be:</p> <ul style="list-style-type: none"> <li>• Commercially minded, resourceful and entrepreneurial</li> <li>• Customer focussed and passionate about food/cooking</li> <li>• A proactive team player with a positive approach to problem solving</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge of cooking techniques and style.</li> <li>• Advanced knowledge of relevant legislation and regulations in particular, food hygiene and food allergens.</li> <li>• Basic knowledge of business management</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Good budget management skills.</li> <li>• Good people management skills.</li> <li>• Good problem-solving skills with the ability to work quickly and effectively under pressure</li> <li>• Basic level of IT skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An advanced level of relevant experience working in the catering industry.</li> <li>• Experience of creating menus and developing food offers</li> <li>• Experience working within AA Rosette awarded kitchens desirable.</li> <li>• Good level of staff management experience</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum NVQ level 2 in professional cookery or equivalent.</li> <li>• Minimum level 2 in Food Safety and Hygiene.</li> <li>• We value education and GCSE's in Maths and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without a qualification.</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	Food and consumables budget
<b>Number of staff reporting to the job holder</b>	Direct Reports – Sous chef, Chefs, Kitchen Assistants and agency chefs
<b>Any other relevant statistics/information</b>	Hot working environment

<b>WORKING ENVIRONMENT</b>
<p>The Green Room Cafe and Restaurant serves hot food from 12pm Monday-Saturday, with service finishing by 7:30pm most evenings.</p> <p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe'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.</p>

**ORGANISATION CHART**

See attached

**January 2025**