

## WELCOME

Thank you for your interest in the post of **Chef** at New Vic Theatre.

## NEW VIC THEATRE INFORMATION

*Our mission is to make excellent theatre in the round and  
be a force for positive change in our region.*

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions of *Around the World in 80 Days* and *Dracula*.

“standing ovation for this beautifully-executed magnificently preposterous romp”

★★★★★ The Independent for *Around the World in 80 Days* 2014

“the first half is one of the most impressive hours I've spent in the theatre for months”

★★★★★ The Observer for *Dracula* 2015

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council

## **JOB DESCRIPTION AND ROLE INFORMATION**

### **JOB TITLE: CHEF**

---

#### **GENERAL CATERING DEPARTMENT INFORMATION**

The Theatre as it is now was built in 1986 with the help of funds raised by the local community. The New Vic Theatre is a non-profit organisation. The New Vic Theatre comprises of an auditorium with an overall seating capacity of 595, the Studio Theatre, a Café Bar, public bar, and the shop.

We aim to enhance any visit to the New Vic Theatre by offering high quality, good value food and drink and ensuring a welcoming and friendly customer service experience.

The theatre Café currently operates a Cafeteria style of service 6 days per week Monday to Saturday. Opening hours are 10.00 am to 3.30 pm, then 5.30 pm until post interval on show nights (closing at 3.30 on non-performance evenings). The Kitchen also prepares and cooks food ordered at the theatre's public bar.

We offer snacks, breakfast items, sandwiches, oatcakes, cakes and beverages until 12.00 noon, from when we operate a Bar Snack menu alongside our existing menu until 2.00 pm when the Menu reverts back to the original snack offer until 3.30 pm.

We close for two hours to allow for staff breaks and preparation of the Evening Menu and to set up the Café (reserved tables) prior to Evening Service.

The Evening Menu is simple to help speed service within a limited time frame, offering Soup of the Day, one meat hot choice and one vegetarian hot choice served with vegetables of the day or salad. In addition, a full range of homemade salads are available served with a choice of homemade quiches, cold meats or fish. Cakes, pastries and beverages are also available. This menu is only available from 5.30pm pre-show. During the interval we serve hot and cold beverages and a limited selection of cakes, the reduced offer reflecting the volume of customers during an interval period of only 20 minutes. Menus for our Café Bar and Bar are enclosed/downloaded with this pack.

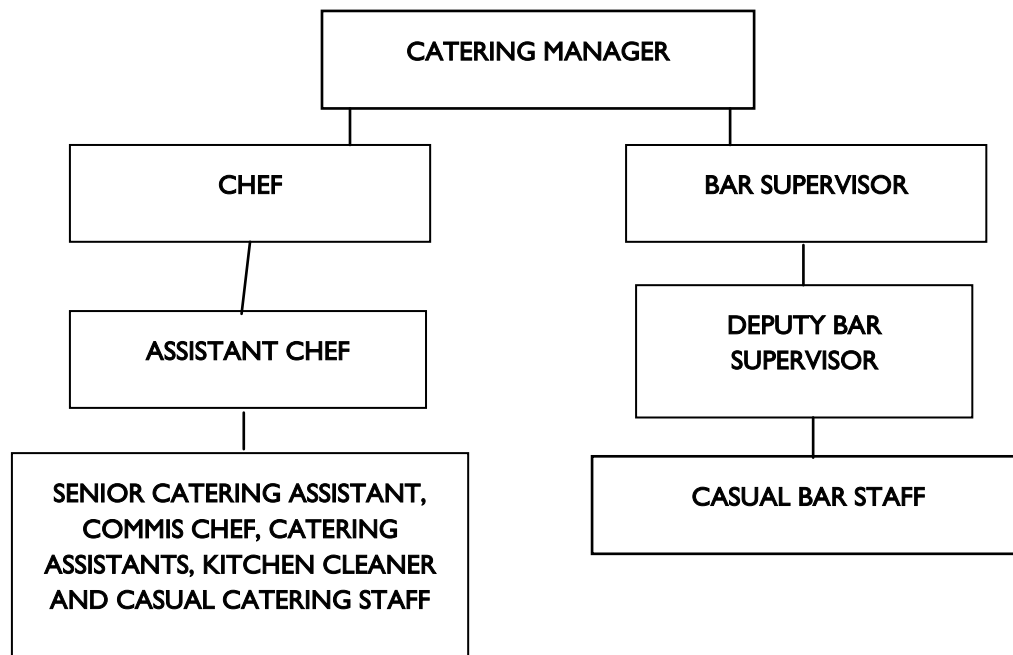
In addition to our commitment to our thriving lunch time trade and evening theatre patrons, we provide in house hospitality for the many meetings (Charity company operations) and courses/conferences provided by our Education/Borderlines/Appetite Departments along with external hires and catering requirements requested by visiting artists.

In 2015, the Front of House areas were refurbished and foyer areas extended which has provided more seating available for dining and improved the overall ambience for patrons of the Café and Bar. Investment was also made behind the Café counter to provide more circulation and service space, and in the Kitchen to update and invest in new equipment. Overall, the changes took the number of food covers available in Front of House catering areas from 66 on the first floor to 94. There are 144 seats available in total in the Café and Bar.

---

#### **LINE OF REPORTING:**

The theatre's bars and catering operation is managed by the Catering Manager with the day to day responsibility of Café Bar and catering services to the theatre delegated to the Chef. The Chef is line manager to a department of 6 permanent catering staff and one cleaning staff and an average 10 casual staff who are employed as demands dictate.



---

## GENERAL INFORMATION

Working closely with the Catering Manager, the Chef is responsible for the day to day running of The New Vic Theatre Café Bar and catering for New Vic events (internal and external), hospitality and hires. The Chef will be responsible for leading the catering team in continuing to offer a high quality of service and food to theatre visitors and audiences.

---

## KITCHEN MANAGEMENT

- To have total accountability for the day to day running of the kitchen including overall responsibility for the preparation of all meals for the Café Bar, Bar and functions and external hires/events.
- To assess output, quality and presentation of food, in order to maintain an excellent standard of service to continue to build both lunchtime and pre-performance trade.
- To actively plan and develop menus in consultation with the Catering Manager, working within the agreed operational and financial guidelines
- To ensure that all menus and offers are costed to achieve the theatre's agreed budget gross profit.
- To arrange for the purchase and delivery of adequate supplies, checking quantity and quality of the goods delivered, ensuring that they are properly issued, used and accounted for.
- To supervise the accurate recording of waste and ensuring these levels are kept to a minimum.
- To notify the Catering Manager regarding engineer call outs for all repairs on catering equipment unless otherwise instructed

---

## HEALTH AND SAFETY

- To ensure that the Café Bar and Kitchen areas are maintained to the required standards, with particular respect to Health and Safety at Work, Environmental Health and Fire Regulations.

- Ensure that catering staff successfully comply with all statutory requirements covering Food Hygiene, Waste Disposal, Health and Safety at Work and the Control of Substances Hazardous to Health.
- To maintain an update knowledge of all relevant current H&S legislation, Food Hygiene Legislation and work in consultation with the Catering Manager as appropriate.

---

#### STAFF MANAGEMENT

- To supervise and organise catering staff and provide training, advice and guidance where appropriate.
- To assist in the recruitment of catering staff in accordance with New Vic policies and procedures.
- In absence of the Catering Manager take responsibility for staff work scheduling, including cover for illness and other emergencies

---

#### GENERAL

- To undertake training as appropriate and keep appraised of development in their field of expertise
- To participate in departmental and company meetings as appropriate
- Any other duties as may reasonably be requested by the Catering Manager.

## PERSON SPECIFICATION

### CHEF

We are looking for a Chef who is

- Competent in efficiently executing all operational aspects of a busy kitchen and administrative duties
- A team leader who leads by example
- A self starter with a great passion for food

The following represent the essential and desirable attributes for the post of Chef.

Essential Criteria	Desirable Criteria
<b>Experience &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• NVQ Qualification,3 or equivalent</li> <li>• Solid experience of working in a supervisory role in a busy kitchen environment</li> <li>• Intermediate Food Hygiene certificate</li> <li>• Experience and confidence in costing, menu planning, ordering and budget control</li> <li>• Stock taking experience</li> <li>• Demonstrable experience as a successful manager and leader of a kitchen team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Theatre or leisure environment</li> <li>• Experience of training and/or mentoring staff</li> <li>• Advanced food hygiene certificate</li> </ul>
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• A proven working knowledge of traditional cookery and passion for food.</li> <li>• Excellent interpersonal skills with both kitchen, front of house staff, customers and management</li> <li>• Good supervisory skills and ability to delegate, support, advise, and communicate to staff at all levels.</li> <li>• Up to date knowledge of H&amp;S, Food Safety and Hygiene and other relevant legislation</li> <li>• Excellent customer care skills</li> <li>• A positive approach to menu planning and development of the catering service</li> <li>• Good organisational and planning skills and ability to work with own initiative</li> <li>• Ability to train or mentor staff.</li> </ul>	<ul style="list-style-type: none"> <li>• MS Office and Outlook skills to a basic level</li> </ul>
<b>General</b> <ul style="list-style-type: none"> <li>• Ability to cope under pressure, in a calm and efficient manner to set deadlines</li> <li>• Good punctuality and reliability</li> <li>• Ability to work flexible shifts &amp; unsociable hours</li> </ul>	<ul style="list-style-type: none"> <li>• Available to start immediately</li> <li>• A demonstrable interest in theatre</li> </ul>

## OUTLINE TERMS AND CONDITIONS INFORMATION

### SALARY

The salary for the post is £21,328 dependent on experience. The salary is paid weekly by credit transfer each Friday.

### HOURS OF WORK

The postholder is expected to work 160 hours over a four week period. Working hours are scheduled on a rota basis working 5 days out of 6, but not usually Sundays. Due to the nature of the business some flexibility is required. Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu calculated at time and a half will be given. Double time will be paid for hours worked between 11.00pm and 9.00am and any hours worked on a Sunday or public/bank holiday.

In certain circumstances, we may ask you to work on Sundays and Bank Holidays.

The rota will be completed and distributed by the Catering Manager in advance.

Your meal break is unpaid and will normally be one hour.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

### HOLIDAY ENTITLEMENT

The holiday entitlement for this post is 224 hours per annum including bank holidays. This is based on a full time equivalent of 4 weeks, plus 8 days bank holidays per annum. This will increase to 240 hours (4 weeks, 2 days plus 8 bank holidays) following 3 years service and 264 hours (5 weeks plus 8 bank holidays) following 5 years continuous service.

On bank holidays not worked, 8 hour of leave will be deducted from your annual leave entitlement

Where holiday entitlement is taken other than in complete weeks the contracted working hours for such weeks shall be reduced by 8 hours for each working day so taken.

The holiday year runs from 1st April to 31st March

### PROBATIONARY & NOTICE PERIOD

The probationary period for this post is 6 months.

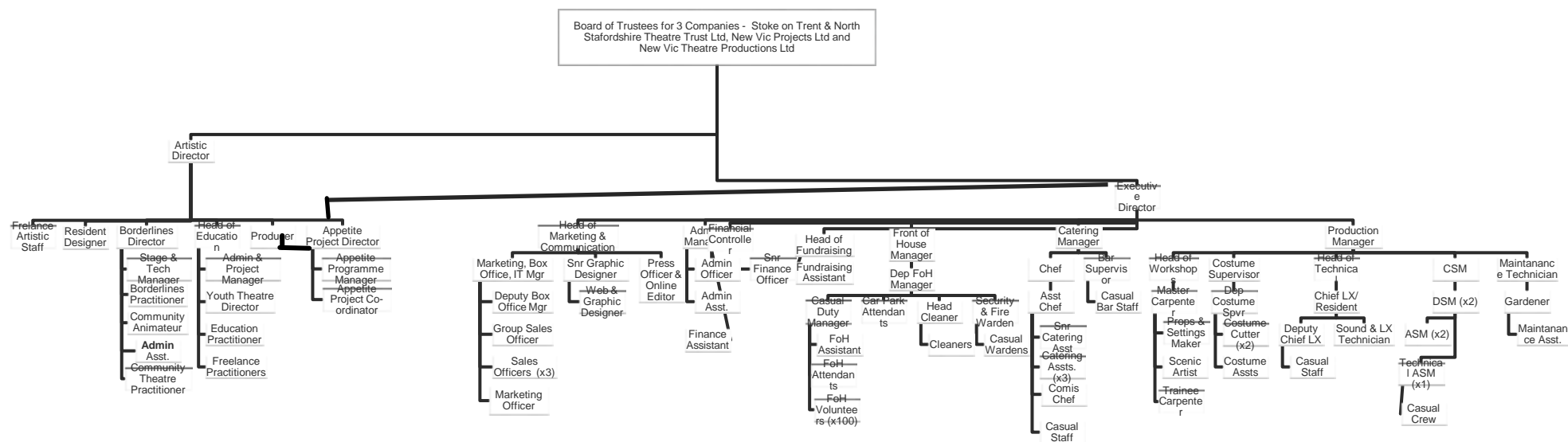
The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 4 weeks.

### GENERAL

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The basic employee contribution of 1% is matched by the New Vic. Following the qualifying period the company will make a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.

## New Vic Theatre Organisation Chart



## YOUR APPLICATION

Thank you for expressing an interest in the position of **Chef** at the New Vic Theatre.

**Closing date for applications – Friday 23 December at 10am.**

**First round interviews will be held on Friday 6 January. Please let us know in a covering letter if you are not able to make this date.**

**Following the first round interviews, selected preferred candidates will be invited for a one day practical trade test at a convenient time to suit both parties.**

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

We value diversity in the workplace and positively encourage applicants from all sections of the community. In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk). Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk). If you have any queries regarding the vacancy please email [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) or call 01782 381371.

With thanks once again for your interest.

Yours sincerely



**Tracey Wainwright**  
**Administration Manager**