



NEW VIC

Sous Chef
(part-time)
Recruitment Pack
August 2025

Welcome

Thank you for your interest in the post of Sous Chef (part-time) at New Vic Theatre.

We are looking for a part-time Sous Chef to join our catering team. The ideal candidate will have a proven working knowledge of traditional cookery and experience of working in a busy kitchen. Using your excellent interpersonal and team working skills, you will support the Head Chef to deliver high quality food and customer experience to our audiences.

The deadline for applications is **30 August 2025 at 10am.**
Interviews will be held **10 September 2025.**

If you would like a confidential and informal talk about the role before applying, please contact Catering Manager, Jamie Barlow on 01782 717954.

This information pack includes details about:

- New Vic Cafe and Catering department
- Role information
- Job Description
- Person Specification
- How to apply
- Information about the New Vic Theatre

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email to recruitment@newvictheatre.org.uk



About the New Vic Café

The theatre Café operates service 6 days a week Monday to Saturday. Opening hours are 10.00am to 3.00pm, then 5.30pm until after the interval on performance nights (closing at 3.00pm on non-performance evenings). The Kitchen also prepares and cooks food ordered at the theatre's bar.

During evening service the menu is designed to offer quality food and excellent service within a limited time frame, in order for our customers to be ready to enjoy the performance. During the interval we serve hot and cold beverages, and a limited selection of desserts. This reduced offer reflects the volume of customers during an interval period of only 20 minutes.

We also provide in-house hospitality for meetings and courses/conferences provided by our Education/Borderlines/Appetite Departments, along with external hires and catering requirements requested by visiting artists.

The number of food covers available in Front of House catering areas is 94. There are 144 seats available in total in the Café and Bar.

Catering and bar services are provided through our trading subsidiary company New Vic Theatre Projects Ltd. The company aims 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
- Generate a trading profit that can be gift aided to the New Vic Theatre (charitable company) in order to support the delivery of theatre, education and community activities.

Sous Chef (part-time) role information

Contract

This role is offered on an annualised contract of 1040 hours per annum (based on an average of 20 hours per week).

Salary

The salary for the post is £27,560 per annum, (£13,780 pro rata based on an average of 20 hours per week). The salary is paid weekly in arrears.

Hours of work

The post holder is expected to work an average of 20 hours per week. The general pattern is usually two 9.00am-7.30pm shifts Mondays & Tuesdays. However, working hours will fluctuate depending on the needs of the business. This means that during busy periods you may be required to work a greater number of hours per week and less in quiet or 'dark weeks' when there are no performances. Although rare, you may be required to work occasional Sundays and Bank Holidays. Your meal break is unpaid and will normally be 30 minutes.

Double time will be paid for hours worked between 11.00pm and 8am and any hours worked on a Sunday or public/bank holiday. Any hours in addition to your normal hours are to be agreed in advance with your manager.

Generally, the theatre doesn't open on Christmas Day, Boxing Day or New Year's Day.

Holiday Entitlement

The holiday entitlement for this post is 80 hours plus bank holidays pro rata. This is based on a full time equivalent of 4 weeks, plus bank holidays per annum. This will increase to 88 hours plus bank holidays pro rata following 3 years service and 100 hours plus bank holidays pro rata following 5 years continuous service. The holiday year runs from 1 April to 31 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 the 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.

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

Work Location

The role will be based at the New Vic Theatre.

Line reporting

The theatre's bars and catering operation is overseen by the Theatre Manager, whilst the day-to-day responsibility of the kitchen is delegated to the Catering Manager and Head Chef. The department consists of 11 permanent catering staff and a pool of casual staff who are employed as demands dictate.

Purpose of the role

The Sous Chef (part-time) will support the Head Chef in the day-to-day running of the New Vic Theatre Café and all catering for New Vic events (internal and external), hospitality and hires. The Sous Chef (part-time) will assist with the provision of high quality food to menu specifications in our busy theatre cafe. On occasions they will be required to deputise for the Head Chef and take full responsibility for all aspects of the kitchen. This includes maintaining the required high standards, ensuring all orders are placed on time and sufficient stock is on hand during the Head Chef's absence.

This role is an integral part of the catering team in continuing to offer a high quality of service and food to theatre visitors and audiences.

This member of the kitchen team will work closely with and report to the Head Chef as part of our Sous Chef team.



Sous Chef (part-time) Job Description

- To support the Head Chef with the day-to-day running of the kitchen including overall responsibility for the preparation of all meals for the Café, 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 Head Chef, 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.
- In the absence of the Head Chef, notify the Catering Manager regarding engineer call outs for all repairs on catering equipment unless otherwise instructed.

Health & 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 Regulation.

- 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 up to date knowledge of all relevant current H&S legislation, Food Hygiene Legislation and work in consultation with the Head Chef and Head of Catering as appropriate.

Staff Management

- To deputise for the Head Chef in their absence.

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 Head Chef and/or Catering Manager.
- Every member of staff is responsible for contributing towards making the New Vic a more sustainable organisation and improving environmental performance.

Person specification - Sous Chef (part-time)

We are looking for the following skills and experience in our Sous Chef (part-time).

Essential Criteria

Qualifications & Experience

- City & Guilds 706/1/2. NVQ Level 1&2 or equivalent qualification.
- Experience of working in a busy kitchen.
- Intermediate Food Hygiene Certificate.

Knowledge and Skills

- A proven working knowledge of traditional cookery and passion for food.
- Excellent interpersonal skills with both kitchen, front of house staff, customers and management.
- Good supervisory skills and an ability to assist and guide established staff.
- Up to date knowledge of Health & Safety, Food Safety and Hygiene and other relevant legislation.
- A positive approach to menu planning.
- Good organisational and planning skills and ability to work with own initiative.
- Able to work both as a team player and alongside the Head Chef, Catering Manager and other Sous Chef to develop ideas.
- Ability to work evenings, weekends and occasional bank holidays.

Desirable Criteria

- Experience of working in a theatre or leisure environment.
- Advanced food hygiene certificate.
- An interest in theatre.

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, particularly applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role. The deadline for applications is **30 August at 10am**. Interviews will be held **10 September 2025**.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).

Email your CV and covering letter to recruitment@newvictheatre.org.uk using the subject line Sous Chef (Part-time) or post to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.



***'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.
The Guardian***

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring 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 and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.