

JERSEY OPERA HOUSE

JOB DESCRIPTION

POST:	SECOND CHEF
RESPONSIBLE TO:	Head Chef
PAY:	Negotiable
LOCATION:	Jersey Opera House
PURPOSE OF JOB:	To prepare and cook food items to the specifications determined by the Head Chef and collectively to maintain high standards of cleanliness.

Duties:

- Prepare and cook all food items inclusive of hospitality functions for all Jersey Opera House (JOH) events.
- Assist in developing dish specifications.
- Maintain knowledge of all recipes so that the Head Chef's place can be filled effectively in the case of holiday cover or absenteeism.
- To help organise food stocks and ordering in a timely fashion.
- To work with the Head Chef in the control of wastage.
- To deliver high standards of hygiene and cleanliness of counters, work areas, kitchen equipment and utensils.
- Operate kitchen equipment such as ovens and grills for cooking purposes efficiently and in a safe manner.
- To assist in the safe storage of all food and ensured that it is rotated and labelled.
- To ensure all freezers and refrigerators are kept clean and records of temperatures are kept.

- Contribute to the daily food administration including rotas and record keeping.
- To adhere to general policies including Health & Safety, Hygiene Policies and Fire Regulations.
- To adhere to the Jersey Opera House's Equal Opportunities Policy undertaking such duties as may be required for implementation.

Other requirements:

- To work with other departments to promote the Jersey Opera House as a professional and efficient organisation that provides a first class service to all our customers.
- To ensure the delivery of an effective and appropriate service to all customers fairly and without discrimination.
- To undertake ad hoc projects and tasks required in line with the overall development of the Company as requested by the Theatre Director.

Skills & Experience

- Previous experience in working in a busy catering environment
- Good oral and written communication skills
- Commitment to the provision of excellent customer service

Person specification:

- Ability to work as part of a team
- Ability to work in a pressurised environment
- High level of initiative
- Ability to work unsocial hours, weekends and bank holidays
- High degree of self-motivation
- Ability to work as part of a team but also unsupervised
- Ability to solve problems quickly and efficiently

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the Jersey Opera House.