

JOB DESCRIPTION

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| POST: | Second Chef |
| RESPONSIBLE TO: | Head Chef |
| HOURS OF WORK: | 40 hours per week on a rota basis |
| LOCATION: | Jersey Opera House or any external event |
| SALARY: | £11.00 per hour (subject to revision after six months' probation period) |
| 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:

- ❖ To prepare and cook all food items inclusive of hospitality functions for all Jersey Opera House (JOH) events.
- ❖ To assist in developing dish specifications.
- ❖ To 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.
- ❖ To 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 ensure that it is rotated and labelled.
- ❖ To ensure all freezers and refrigerators are kept clean and records of temperatures are kept.
- ❖ To 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.

PERSON SPECIFICATION

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

Skills & Experience:

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

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.