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| **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:** | **£12.00 per hour** |
| **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 ensured 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 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.



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| **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.*