**Job Description**

**Deputy Head Chef**

 (**Horsecross Trading Ltd)**

**The Organisation**

Horsecross Arts Limited is a company with charitable status and is responsible for the management and operation of Perth Concert Hall and Perth Theatre. Catering staff are employed by our trading company Horsecross Trading Ltd.

Perth Concert Hall and Perth Theatre are at the heart of the regeneration of the city centre and provide a focus for the arts, for business and for communities throughout Perthshire. You will be a key member of the team working with colleagues and stakeholders to establish Perth Concert Hall and Perth Theatre as successful cultural, conference and community venues.

Perth Concert Hall and Perth Theatre provide dedicated catering functions covering bars, café and restaurant serving our audiences, customers, events and conference clients.

**Purpose**

As Deputy Head Chef you are required to assist the Head Chef to lead a team of kitchen staff to deliver the highest standards of food service within the catering operations, bars, conferences and events.

You are required to ensure that the needs of customers and clients are fully met.

**Organisational relationships**

You will be part of a catering team, reporting to the Head Chef.

**Base**

Your principal base is both Perth Concert Hall and Perth Theatre.

**Duties and responsibilities**

* Deputise for the Head Chef (and be in charge of the day to day running of the kitchen in the absence of the Head Chef)
* Provide a first class catering service to Horsecross customers, audiences, conference and business clients
* Assist the Head Chef in providing leadership and supervision for the kitchen staff, including preparation of the staff Rota
* Compose and agree the menu with the Head Chef
* Assist the Head Chef with the training of kitchen staff
* Work within agreed costing, budgets and purchasing for the menu and events
Purchase fresh food and materials (in consultation with the Head Chef)
* prepare and serve meals
* Ensure a high standard of presentation and consistency
* Ensure a quick and efficient service is maintained
* Follow the Food Safety Management System
* Complete food safety and hygiene records
* Ensure the cleaning schedule is followed
* Assist the Head Chef to re-fresh the company’s customer service standards and staff uniform requirements to all kitchen staff
* Work closely and assist the Head Chef with health and safety training and folder maintenance
* Ensure all necessary paperwork is completed and records are maintained

**Health and Safety, Environmental Health, Licensing**

* Ensure that all procedures conform with statutory requirements and our own internal requirements with regard to health and safety, hygiene and environmental health and licensing regulations
* Ensure cleanliness in the kitchen and storage areas and ensuring the correct disposal of waste as required

**General**

* Be aware of the work of other departments in the achievement of Horsecross’ aims.
* Take an active part in communicating and co-operating with other staff and departments.
* Follow all Horsecross guidelines, procedures and policies.
* Work in accordance with the Horsecross Equality and Diversity Policy.
* Be aware of and comply with, rules and legislation pertaining to Health & Safety at work.
* Take an active part in achieving high standards of customer and client care.
* Contribute to an enthusiastic, positive work climate within the organisation
* Be of smart appearance and in accordance with any requirements for the wearing of staff uniforms or work clothes at all times

**Person Specification**

**Essential**

**•** Elementary or Intermediate Food Hygiene Certificate

* SVQ Level 3 Professional Cookery or the equivalent professional experience
* Experience of high volume conference/banquet catering
* A la Carte experience preferred
* Demonstrate a clear understanding of the financial aspect of kitchen work
* Excellent staff supervisory skills, within a catering environment
* Good verbal and written communication skills
* Excellent organisational and coordination skills
* Be able to work within specific budgets
* Ability to work as part of a team and on own initiative

**Desirable**

* Experience of working within a busy team
* IT skills including Word and Excel
* Knowledge of the Hospitality sector

**\*Summary of Terms & Conditions:**

**Rate of Pay -** £21,556.08 (£9.87 per hour)

**Hours of Work:**

* Evening and weekend work will be required. 5 days from 7, Monday to Sunday between core working hours of 7.30am and 12.30am)
* Annualised hours of 2,080 hours per annum (pro rata for the first year of service) based on an average 42 hour week. The year runs 1 April to 31 March.
* Your standard working hours are 42 per week. If additional hours above 42 worked hours are required for operational reasons – your hours should be reduced the following week (or soon as possible thereafter)
* At the start of each new financial year - annualised hours should be effectively zeroed.

 **Holidays**

Holiday entitlement is 4 weeks, rising to 4 weeks and 2 days after 3 years’ service and rising to 5 weeks after 5 years’ service, plus 8 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year’s Day, 2nd January)

**Pension**

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

Are not already in one;

Earn over £10,000 a year/£833 per month/£192 per week

Are aged 22 or over; and

Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;

* Horsecross Arts Ltd and you pay into it every payday;
* The government may also contribute through tax relief;
* Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you have the option to join the NEST pension scheme if you wish.

**Staff benefits**

* Free and discounted tickets for select Horsecross concerts and events
* Reduced rate on local authority gym and leisure memberships
* Discount on select meals from the Perth Concert Hall’s café and restaurant
* Be part of an award-winning team!

A uniform is provided.

\*Subject to Review