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| Role ProfileChef  |  |
| Role Title : |  | Chef  |
|  |  |   |
| Post Reference: |  | [Confirm with People & OD] |
|  |  |  |
| Role Family : |  | [Confirm with People & OD] |
|  |
| Hours of Work: |  | 20 Hour Contract  |
|  |  |  |
| Salary: |  | £11.20 per hour  |
|  |  |  |
| WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically-acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.**We are Wales Millennium Centre. Fire for the imagination** |
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| Primary Purpose **:** |  | To be part of the kitchen team responsible for providing food for all hospitality at the Centre, as well as assisting in all aspects of Health and Safety and Food Hygiene. Reporting to the Head Chef. |
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| SpecialistAccountabilities : |  |

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| 1. |  | To play a key role in preparation and service of food products as directed |
|  |  |  |
| 2. |  | Follow Standard Operating procedures, menu specifications and ingredient list as directed by F&B management  |
|  |  |  |
| 3. |  | To assist in receipt of delivers in a timely and accurate manner, reporting any discrepancies to the management team |
|  |  |  |
| 4. |  | To ensure all temperature checks and completed in line with the Food Safety policy |
|  |  |  |
| 5. |  | To work in a safe and efficient manner as part of the kitchen brigade |
|  |  |  |
| 6. |  | To take full responsibility for cleanliness of your working area and the kitchen as whole. This may include assuming some Kitchen Porter duties as and when needed.  |
|  |  |  |
| 7. |  | To understand the local dining marketplace and to help the team with new ideas to enhance the customer experience and to keep the Centre ahead of the competition |

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| GenericAccountabilities: |  |

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| To ensure that confidentiality is always maintained  |
|  |
| Provide information and answer questions on routine team matters and to ensure that enquiries are dealt with to a high professional standard |
|  |
| Have excellent food safety and health & safety knowledge ensuring that the Centre excels in its legal obligations associated with current legislation and due diligence, ensuring responsibility for self and others |
|  |
| To assist the team in the management of all administrative processes  |
|  |
| To maintain and input data onto databases / spreadsheets (i.e. EPOS, Excel, Access, Tessitura), ensuring that information is accurate and is completed in a timely manner |
|  |
| Co-ordination, administration and managing the diary of the departmental manager; |
|  |
| As a term of employment, the post holder may be required to undertake such other duties and / or times of work as may be reasonably be required commensurate with the grade or general level of responsibility within the Centre. |
|  |
| To have responsibility for Health and Safety of self, and others.  |
|  |
| To work within the guidelines of the Fire Regulations, Licensing Law Sales of Goods Act and Trading Standards |
|  |
| To understand the Centre’s policy in respect of the use of Welsh produce and to consistently employ this policy |
|  |
| To be always committed to the Centre’s values and to demonstrate them and to act as a role model for the Centre  |
|  |
| Undertake any other duties as required |

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|  |  |  |
| Success Measures : |  | * *Success against PDR and annual objectives*
* *Staff / Customer Satisfaction and Feedback*
* *Internal Feedback Mechanisms*
 |
|  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |  |

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| What We Are Looking For…Chef |  |
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When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Ensuring own and others accountability for the designates tasks | x |  |
| 2. | Adapt good ideas to deliver improvements  | x |  |
| 3. | A commitment to learn Welsh Language |  | x |

B. Knowledge

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Exceptional knowledge of Food safety with a level 3 Food Hygiene  | x |  |
| 2. | To be IOSH trained |  | x |
| 3. | Understanding a multi outlet operation | x |  |
| 4. | To demonstrate financial acumen  | X |  |
| 5. | Clear understanding of the local market and food trends | X |  |

C. Values

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Demonstrate the livings of the Centre Values | x |  |
| 2. | Support and encourage others to deal with flexible and sometimes uncertain working demands | X |  |
| 3. | Demonstrate complaint handling  |  | x |

D. Communication

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Proactively sharing information with others | X |  |
| 2. | Actively share formal and informal communication with all levels  | x |  |
| 3. | Create opportunity to capture information from colleagues, suppliers and guests alike  |  | x |

E. Environment

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Ensure that the team is correctly trained to meet the tasks | X |  |
| 2. | Take responsibility for the continuous improvement of the department | X |  |
| 3. | Deal with unexpected issues |  | x |

F. Welsh Language

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | x |
| 2. | The ability to listen and understand conversations in Welsh |  | x |
| 3. | The ability to write in Welsh |  | x |
| 4. | The ability to read Welsh language material |  | x |