

KITCHEN ASSISTANT

Theatr Clwyd

Job Description

Theatr Clwyd has been Wales' foremost producing theatre since 1976. The Executive Team (Artistic Director – Tamara Harvey and Executive Director – Liam Evans-Ford) are currently navigating the most important cultural and operational shifts in the 42 years of its existence, a period which will redefine and secure the future of this unique and valuable arts centre - the foremost producing theatre in Wales.

Theatr Clwyd produces upwards of eight shows a year - mainly in English, but also in Welsh - and presents some of this work on tour in Wales and the rest of the UK. It has a hugely successful programme of work for and with young people that is created both within and without the building, and tours to local schools, within Wales and beyond. The building also hosts a variety of touring drama, dance, music and art for all ages, a comprehensive film programme and an active community programme and the organisation is at the forefront of work around arts and wellbeing.

We have made strides in changing the shape of our programming; we've committed to placing visitor experience at the heart of our decision making; we've begun to grow our commercial events; we've taken the first steps in deepening our relationship with our community; we've started to develop our auxiliary offers and we've been working hard to market our work and our building more strategically and effectively. We have also delivered a feasibility study for major capital redevelopment and received funding from ACW to take forward plans into Design & Development.

Theatr Clwyd is the only producing theatre left in the UK still owned by a local authority. With a turnover of £5.3m in 2016-17, it is supported by the Arts Council of Wales, Flintshire County Council and by its own activities. There are annually some 2,115 individual events, attended by around 200,000 people, with 50,000 community members participating in outreach events. During 2016/17 a further 220,000 people saw a Theatr Clwyd show elsewhere in the UK.

Job Summary

KITCHEN ASSISTANT (casual)

Responsible for: N/A

Reports to: Chef/Sous Chef

Salary: TC07 (SCP6-7) £16,394 - £16,495

Holidays: 23 days plus Bank Holidays

Notice Period: 4 weeks

KITCHEN ASSISTANT (casual)

The Operations Department

The Operations Department at Theatr Clwyd is responsible for the logistical functioning of the building. At its core is promoting and maintaining an excellent audience experience and ensuring that Theatr Clwyd is a welcoming and safe environment for the public, visiting artists and for staff.

Job Purpose

The Kitchen Assistant works to support the operational team to effectively run the kitchen. The Kitchen Assistant is to ensure that the kitchen is clean and operational and that you support the chef and sous chef in preparing ingredients

Key responsibilities

- In accordance with Theatr Clwyd's procedures and policies contribute to the efficient running of the food, drink and retail operation which includes a Café, Bars & Retail/Merchandise Outlets
- Ensuring the food preparation areas are clean and hygienic
- Washing utensils and dishes and making sure they are stored appropriately
- Sorting, storing and distributing ingredients
- Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare food
- Removing rubbish, bagging and taking to appropriate receptacles.
- Organising linen laundry
- Cleaning the food preparation equipment, floors and other kitchen tools or areas
- Monitoring stock
- Clearing and cleaning tables plus general cleaning of service and kitchen areas.
- Preparing food such as sandwiches and salad
- Preparing for functions – including setting up furniture and laying tables etc
- To help maintain up-to-date and accurate stock control records by recording wastage and breakages.

Other

- To represent and positively promote the organisation at all levels.
- To undertake other duties as may be reasonably required by the Chef or Director of Operations.

Person Specification

Essential

- Knowledge of general kitchen and dining room duties
- Ability to follow instructions and carry out delegated tasks accurately effectively and within given time frames.
- Ability to learn and understand basic food hygiene rules and Health and Safety guidelines.
- Willingness to work flexible hours including evenings, weekends and holidays.

Desirable

- Foundation certificate in food hygiene food service
- Written and spoken Welsh.
- Experience of working in a restaurant or a bar with a food operation.
- Health and Safety and/or First Aid training.
- Full clean driving licence.
- Keen interest in theatre and the arts.

We recognise the ability to communicate in Welsh is an important and valuable skill in the workplace and are committed to increasing the numbers of bilingual employees. We welcome applications for any post from candidates who are able to work in both Welsh and English. We will also support new and existing employees who wish to learn Welsh or improve /develop their Welsh language skills.

Part time, job share and flexible working arrangements will be considered.

Due to the volume of applications received we are not always able to contact each applicant individually, therefore if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful.