



Dear Applicant,

## Post of Chef

Thank you for your interest in the above post. Please find on the following pages:

1. Further information about this post
2. A job description and person specification
3. An equal opportunities monitoring form

## How to apply

- Write a letter of introduction
- Attach a CV and provide details of two referees:
- Complete and enclose the equal opportunities monitoring form

**Submissions must be received by 5.00pm on 18 May 2018 and can be emailed to: [recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)**

Many thanks and we look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, appearing to read "Sean Paul O'Hare".

Sean Paul O'Hare  
Chief Executive

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[www.beaconartscentre.co.uk](http://www.beaconartscentre.co.uk)

Greenock Arts Guild Limited trading as The Beacon. Registered in Scotland  
Company No. SC024805 Registered Scottish Charity No. SC003030

## Chef at Beacon Arts Centre.

### Background

Beacon Arts Centre opened in January 2013 and is one of the finest new arts venues in Scotland.

We are situated at Custom House Quay in Greenock and overlook the River Clyde with views towards the hills of Argyll and Dunbartonshire. Beacon Arts Centre has two performance spaces, together with our Bar & Kitchen and three upstairs Gallery Suites which can be extended to provide a function suite for up to 170 guests.

Beacon Arts Centre runs a busy Bar & Kitchen which is open seven days a week and offers a range of menus that circulate throughout the year. The Bar & Kitchen also supports the events taking place at the venue and the venue's busy arts programme.

Beacon Arts Centre is a significant new addition to the Scottish theatre and arts scene and is a venue of choice for touring productions, including the National Theatre of Scotland, as well as being a vibrant hub for the local community theatre groups.

### Beacon Arts Centre is supported by



**Beacon Arts Centre  
Job Description - Chef**

<b>POST</b>	Chef
<b>HOURS</b>	30 hours per week, must be available to work early, evening and weekend shifts
<b>SALARY</b>	£20,710 per annum pro rata
<b>REPORTS TO:</b>	Lead Chef
<b>DATE:</b>	May 2018

**JOB PURPOSE:**

Responsible for **supporting the Lead Chef and kitchen team** to produce meals and services to required deadlines and to the company's aspirational standards and customers' satisfaction.

To **provide a food service** across a diverse base range from breakfasts, lunches and pre-theatre dinners to conferences, weddings and summer tourist season.

To demonstrate and maintain high standards of **cleanliness and hygiene** of the kitchen in line with statutory obligations.

Supporting the Lead Chef at all times to achieve **financial targets** and **service standards** for the Bistro accurately, coherently and in a positive and supportive manner.

**KEY DUTIES:**

- Assist Lead Chef to achieve monthly targets for food by:
  - ensure company policies and procedures regarding dispense are followed; and
  - ensure stock/wastage losses recorded and minimised.
- To understand and be aware at all times of **food costs** and percentages and understand how daily costs influence profit and loss results
- To monitor **stock** movement, to ensure stock security
- To ensure provision of **first class customer service**, setting a personal example at every opportunity
- Monitor and maintain consistent **food standards and quality** across all areas and during all stages of production and supply according to the company's food safety management systems, **cleaning rota** and closing down procedures. This will ensure quality control measures and hygiene systems are achieved at all times.
- To comply with the conditions of national food **hygiene legislation**

including responsibility for **fridge management**

- To undertake **cleaning** and comply with all cleaning systems and standards
- To adhere to **Health and Safety** at work and contribute to ongoing implementation and evaluation
- To comply with all **Beacon’s policies and procedures** to ensure statutory obligations are met
- To report any **maintenance** issues to the Lead Chef and / or Facilities Team immediately.
- To ensure your **product knowledge** is maintained and developed and to undertake relevant **training**
- Understanding the nature of the business requires a **positive, flexible** and **willing** approach to service
- To foster and maintain a **positive working environment** with all members of staff to ensure a seamless hospitality business delivery at the Beacon

### Person Specification

Criteria	Essential	Desirable	Evidence
Education, Qualifications & Training	<p>College based training course or equivalent in relevant subject</p> <p>NVQ Level 2 or 3 in Food Preparation &amp; Cookery or Foundation Food Hygiene Certificate</p> <p>COSHH Training</p>		<p>Application</p> <p>Certificates</p>
Skills, Knowledge & Competencies	<p>Minimum of 2 years’ experience of working in a busy kitchen at a similar level</p> <p>Ability to provide food and service of the highest standard</p> <p>Ability to follow detailed instructions and produce consistent results</p> <p>Experience of preparing menus to budget</p> <p>Understanding of food hygiene and health &amp; safety</p>	<p>A passion for food and service</p> <p>Bakery and pastry chef skills</p>	<p>Application</p> <p>Certificates</p>

	<p>A developed knowledge of costing dishes</p> <p>Experience of high customer service standards</p> <p>Excellent communication and interpersonal skills with ability to articulate ideas and views clearly</p> <p>Excellent team worker</p> <p>Enthusiastic and positive approach to work</p> <p>Ability to work effectively under pressure</p> <p>Applied experience of Health and Safety at work</p>		
Other	<p>Flexible approach to working hours</p> <p>Have proof of 'Right to Work' in the UK and be in possession of a valid UK National Insurance number.</p> <p>Have a UK bank account in your own name.</p> <p>Be able to converse fluently in English</p>	<p>Live within a reasonable travelling distance from the venue</p> <p>Clean driving License</p>	Application

**Other Information**

**NOTE:** This does not constitute a contract but is a brief summary of conditions of employment.

**Employment Term:** This is a permanent position following a satisfactory six month probationary period

**Salary:** £20,710 per annum pro rata

**Hours:** 30 hours

**Submission by 5pm on 18 May**



## Equal Opportunities Monitoring Form

The Beacon is committed to creating an inclusive environment and ensuring that its services and opportunities are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. The information you give on this form will help us monitor and comply with our policy of ensuring equality.

This monitoring form is for statistical purposes only and will be separated from your job application and destroyed once the data has been collated.

### What is your gender?

Male	
Female	
Other	
Prefer not to say	

### What is your age?

16-24 years	
25-44 years	
45-65 years	
65+ years	
Prefer not to say	

### What is your sexual orientation?

Heterosexual / Straight	
Gay / Lesbian	
Bisexual	
Other	
Prefer not to say	

**Do you consider yourself to have an impairment, health condition or additional support need?**

Non-disabled	
Visual Impairment	
Hearing impairment/Deaf	
Physical disabilities	
Cognitive or learning disabilities	
Mental health condition	
Other long term/chronic conditions	
Other	
Prefer not to say	

**What is your Ethnic group?**

White Scottish/White British	
Irish	
Gypsy/Traveller	
Polish	
White Other, please specify:	
Asian/Asian Scottish/Asian British	
Chinese/Chinese Scottish/Chinese British	
African/African Scottish/African British	
Caribbean/Caribbean Scottish/Caribbean British	
Black/Black Scottish/Black British	
Arab/Arab Scottish/Arab British	
Mixed or Multiple Ethnic Groups, please specify:	
Other, please specify:	
Prefer not to say	

**What is your religion or belief?**

No religion	
Christian	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Other religion	
Prefer not to say	

**Where did you hear about this vacancy?**

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