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Sadler's Wells

Sous Chef



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

The Sous Chef role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

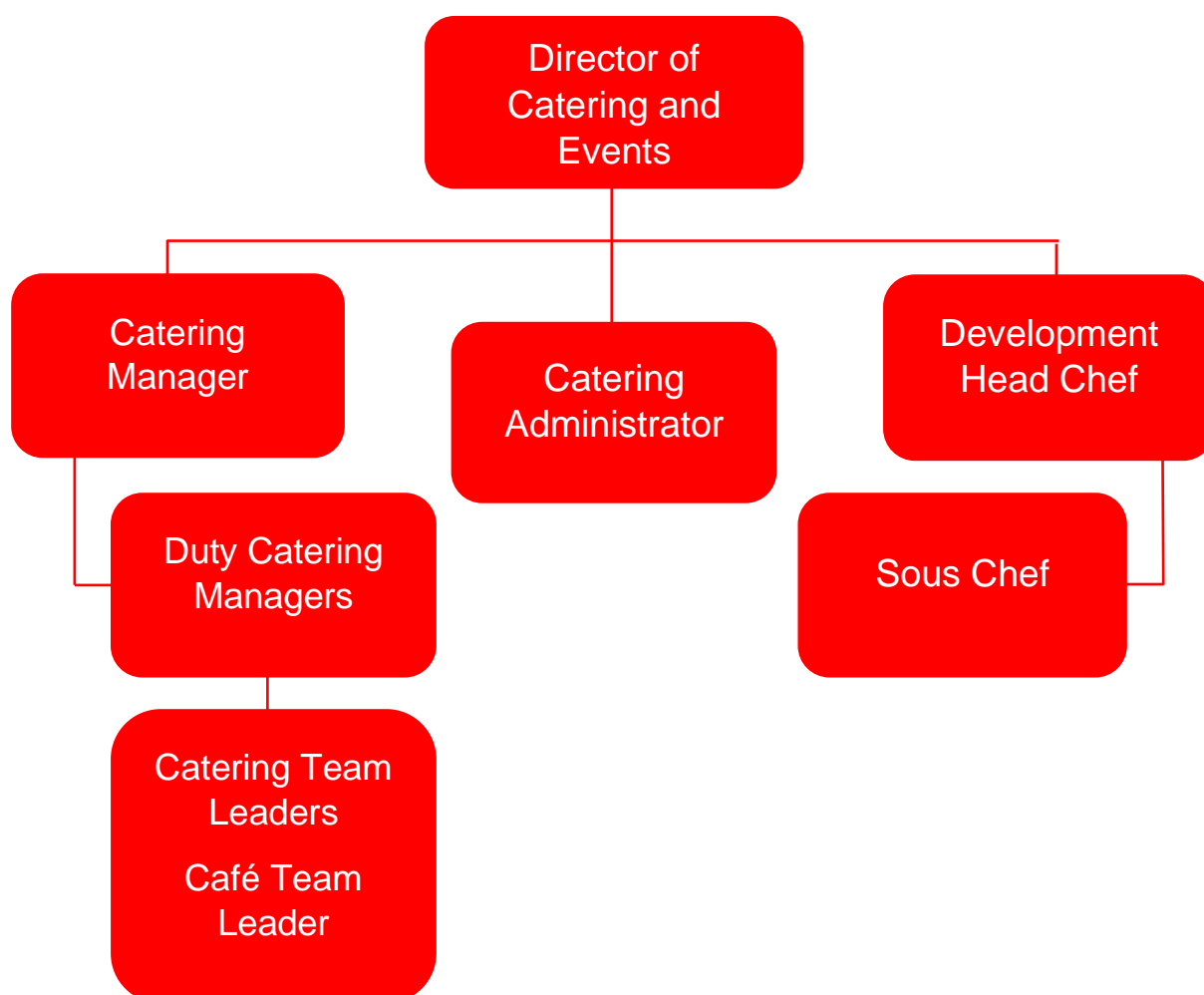
The Department

The Catering and Events Department is responsible for external hire of the venue and delivering all food and drink service throughout Sadler's Wells and The Peacock, focusing on the customer journey, trying to create memorable experience for our patrons and clients.

The Role

The Sous Chef will play a crucial role in the department and their main responsibility is to assist the Development Head Chef in managing the kitchen team ensuring excellent product and service throughout Sadler's Wells and the Peacock Theatre at all times. Passion for food and good palate combined with hands on approach is essential.

The Catering team:



What are my responsibilities?

Communication

- Manage the day to day operations on behalf of the Development Head Chef ensuring system compliance
- Lead by example, promoting high standards of service, conduct and professionalism in the team
- Assist in recruitment and training of the kitchen staff
- Motivate, coach and guide the kitchen team, monitor their performance and provide regular performance reviews and feedback to the Development Head Chef
- Communicate a vision of success the kitchen team 'want' to be a part of
- Ensure the delivery of all food service is efficient and food standards are met and maintained
- Ensure consistency in quality utilising menu specification sheets
- Ensure all preparation for service is done in time and to the agreed standards
- Conduct yourself in a professional manner at all times in the workplace to reflect the company culture and values and ensure a high level of personal and professional grooming standards

Financial

- Assist in achieving and exceeding the food GPs
- Complete order requisition form for food stock and prepare food for service appropriate to sales levels and in accordance with Event Request Forms
- Monitor stock control and wastage across Sadler's Wells and Peacock Theatre

- Process and record all invoices daily
- Stock management – rotation and security of stock, periodical stock takes
- Produce weekly rotas for the kitchen in absence of the Development Head Chef ensuring staffing levels are appropriate for the business level to provide smooth service while labour cost is kept within agreed costs

Health and Safety

- Ensure the Company Health and Safety Policy is adhered to at all times and all kitchen staff are trained and aware of all processes
- Comply and implement all Health and Safety and Food Safety procedures
- Assist in the enforcement of health and safety standards in the kitchen
- Ensure storage of the food meets company and statutory health and safety requirements
- Ensure that all catering equipment is maintained and report any faulty equipment/breakages to the Development Head Chef

Communication

- Confidently communicate with individuals at all levels from event clients, Head of Departments and High Level Patrons
- Attend and participate in team meetings
- Monitor staff performance and give feedback to the kitchen team
- Conduct one to one when requested by the Development Head Chef

- Work closely with the Events and Operations Teams to develop positive relationships with clients and design bespoke menus whilst maximising profitability in the absence of the Development Head Chef
- Attend company meetings as requested

Creative

- Assist in creating and designing seasonal menus to increase food sales across all outlets at Sadler's Wells and Peacock Theatre alongside the Development Head Chef
- Assist in production of menu specifications and costing sheets for every new menu

along with presentation technique and quality standards

General

- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.



Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

Essential:

- Previous experience working at a Sous Chef level
- Previous experience in contract/venue catering
- Excellent people skills and ability to manage a team
- Excellent team player
- Hands on approach to the kitchen and food production management
- Good palate
- Must be able to display a high level of technical ability
- Be able to communicate effectively with other team members and other departments
- Have a strong understanding of Health & Safety and Food Hygiene
- Be able to work on own initiative
- Be able to work to high standards under pressure
- Be able to remain calm under pressure
- Be pro-active in problem solving and have a 'can do' attitude
- Be able to make good judgments based on reason and experience
- Proven track record of delivering creative and innovation menus within financial guidelines
- Attention to detail and visionary
- A passion for food using fresh seasonal produce
- Must currently hold the right to work in the UK

Additional, but not essential

- Financial knowledge and involvement with profit margins, growing GPs and budgeting

Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of circa. £36,000 per annum, based on working up to 48 hours over 5 appearances per week, and an additional one hour paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service.
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We will be inviting candidates to interview as and when suitable applications are submitted. Once we have found a suitable candidate, the vacancy will be closed without further notice.

