



## Kitchen Assistant

### About Sadler's Wells

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

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 Queen Elizabeth Olympic Park, as part of a new Culture and Education District. Sadler's Wells will occupy the Stratford Waterfront site, sitting opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum.

The CED 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 500-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

## **The Department**

The Catering and Event Department is responsible for delivery of all food and beverage service throughout Sadler's Wells and The Peacock Theatre.

## **Key responsibilities**

- Assist in production of food for Sadler's Well and Peacock Theatre as directed by the Development Chef and/or Sous Chef
- Ensure all food items are delivered in accordance with specifications as set by the Development Chef
- Ensure all recipes and preparation standards are met as set by the Development Chef
- Ensure readiness for service and preparation is set for the peak trade
- Ensure that storage of food meets company and statutory health and safety requirements
- Follow instructions and direction given by the Development Chef and/or Sous Chef
- Ensure Food Safety and Health and Safety are adhered at all times
- Collect stock from the storage area and uploading to relevant areas
- General cleaning ad tidying duties of catering areas
- Assist in deep cleaning of all catering areas
- Report any damages to equipment or the building immediately to your line manager
- To maintain a friendly and cordial working relationship with all colleagues

## **Other Duties**

- Carry out any other duties as required
- Carry out all duties and responsibilities in accordance with the health and safety policies and procedures laid down by Management
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities 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' premises

*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.*

## **What we are looking for**

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

### **Essential**

- Experience of working in a kitchen environment
- A passion for food and fresh seasonal produce
- A positive attitude and commitment to high standards of food hygiene in line with statutory requirements
- An understanding of Health & Safety and Food Hygiene
- The ability to work to high standards under pressure
- The ability to work on own initiative and prioritise work schedules
- Commitment, creativity, trustworthiness and reliability
- The ability to form positive relationships with colleagues
- Great team player
- Good communication skills
- Good attention to detail

### **Desirable**

- Experience in working within a Theatre, Arts, or Entertainment Venue

## **Terms and conditions**

Salary £20,226 per annum, based on 35 hours per week over any five days out of seven, plus an additional paid meal break each day (where eligible)

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

This is an ongoing vacancy and candidates will be invited to interview as and when suitable applications are submitted.

Once we have found a suitable candidate, the vacancy will be closed without further notice.

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