

B R O A D W A Y

Job Vacancy - Kitchen Manager/Head Chef

Job title:	Kitchen Manager/Head Chef
Reporting to:	General Manager
Staff responsible for:	All kitchen staff
Hours worked:	Minimum of 40 hours per week.
Salary Grade:	Grade 3: £23,406 - £25,219 pa
Date issued:	June 2021.

Broadway, Nottingham is nationally recognised as the cultural leader for independent cinema, arts and technology in the Midlands, offering creative learning, talent pathways and an excellent customer experience to inspire future generations to have a lifelong love of film. With 4 screens, 2 newly refurbished café bars, meeting rooms and workspace, Broadway is committed to widening community access and audience choice, welcoming over 200,000 visitors each year to a diverse programme of British independent, international film and screen classics, industry guests, film courses, special one-off events, live theatre, music and opera broadcasts.

We are looking for an experienced, highly motivated Kitchen Manager/Head Chef to work as part of the Operational Management Team (OMT) consisting of General Manager, Café Bar Manager and Venue Manager to make this busy, bustling and welcoming Café Bar a great place to eat and drink. You will be expected to lead a professional, well managed, profitable operation, inspiring the Kitchen team to produce a high-quality food offer, using the very best local independent suppliers.

Key responsibilities

- Managing, recruiting, training and developing kitchen staff.
- Planning innovative seasonal menus ensuring food is consistently prepared to a high standard, competitively priced, well presented and produced in good time.
- Manage ordering, par levels, portion control and stock control.
- Control budgets, keeping accurate records and meeting financial targets.
- Adhere to current Health & Safety regulations.
- Organising staff rotas and communications

Key Experience

- Level 3 NVQ Diploma in Professional cookery or equivalent.
- Two year's minimum experience of managing a kitchen in a restaurant or public café bar.
- Creative and passionate about food and drink.
- Possess strong leadership, organisational and decision-making skills.
- High customer service standards.
- First Aid trained.

Duty 1	Work closely with the General Manager and Bar Manager to help ensure that Broadway's Café Bar, Mezz Bar and Terrace are an integral and enjoyable part of the cinema going and events experience at Broadway
Measures	<ul style="list-style-type: none"> • Maintain a close working relationship with the Operational Management Team (OMT) to ensure excellent customer experience in the Café Bar, Mezz Bar and Terrace compliments that of the cinema. • Ensure that food is consistently prepared to a high standard, competitively priced, well presented and delivered in a timely manner. • Be innovative and creative in providing a food offer that takes its cue from Broadway's diverse and international film and events programme. • Contribute to the development and growth of the business through the sharing of your own knowledge and experience. • Liaise with the OMT to provide excellent and cost-efficient catering for Broadway's conferences, meetings and events and film programme. • Manage the opening and closing of the Kitchen and when required take responsibility for Broadway's overall operation.
Duty 2	Create, Prepare and Present excellent food to offer Broadway customers.
Measures	<ul style="list-style-type: none"> • Plan high quality food menus to appeal to Broadway's wide customer base by using the very best local independent produce and suppliers. • A passion for creating vegan and vegetarian menus and dishes. • Produce a range of freshly produced homemade cakes, scones and pastries. • Consistently maintain a high standard of food by effectively supervising, supporting, and working alongside your team. • Be aware of competitor restaurants and other catering operations for Broadway to maintain its distinctiveness and market share. • Work with the OMT to suggest promotions and special events including delivery of excellent monthly food nights, inspired by the cinema programme. • Actively encourage and respond to customer feedback. • Monitor speed of service at busy times, making sure consistency and quality is always kept to a high standard. • Ensure staff are well presented, welcoming, friendly and pro-active in their roles.
Duty 3	Manage the financial aims, operations and stock control of the kitchen.
Measures	<ul style="list-style-type: none"> • Manage all relevant administration and maintain accurate records of orders and deliveries. • Negotiate with and manage all suppliers and contractors for the Café Bar and Mezz Bar to ensure best value. • Work closely with the OMT with regards to cost control, cost of sales and overheads • Maintain and monitor the budgeted GP% and costs, price and portion control on a regular basis. • Produce weekly staff rotas and monitor and manage Kitchen staff costs. • Work closely with Broadway's Finance Department regarding on-going financial reporting or queries. • Be responsible for all kitchen food stock and ensure that stock is rotated daily with minimal wastage and ensure all products are available at all times. • Work effectively with the external stock taker and Finance Department to ensure Broadway has an accurate monthly stock result.

Duty 4	Training and development of team and self
Measures	<ul style="list-style-type: none"> • Manage, train and develop all kitchen staff in all aspects of cooking, hygiene and the understanding of food costings, ensuring that all kitchen staff is aware of their responsibilities. • Monitor and train all Kitchen staff on the importance of stock, portion and waste control. • Conduct regular supervision and a formal appraisal each year with each member of the kitchen team, to ensure all kitchen staff reach their full potential. • Manage all recruitment of kitchen staff in line with company policy. • Ensure all new employees receive a full induction and are issued with standard paperwork. • Attend all necessary training programmes to develop your own potential and enable your progress in the company. • Maintain regular and clear communications with all departments and staff throughout Broadway. • Organise monthly kitchen meetings and when necessary, include the bar team.
Duty 5	Adhere to health and safety and food hygiene regulations
Measures	<ul style="list-style-type: none"> • Ensure a high quality of health and safety, cleanliness and food hygiene in all catering areas and any work carried out in the kitchen is in compliance with all statutory legislation e.g., Fire, Hygiene and Health and Safety. • Adhere to all legal regulations relating to food preparation, storage and service and ensure that food hygiene systems are in place and fully understood by all the kitchen team. • Establish and maintain a proactive relationship with Environmental Health officer. • Ensure a strict cleaning rota is adhered to and operational throughout the food production and service areas. • Encourage employees to work safely and lookout for the safety of fellow workers and customers. • Ensure that all equipment is working safely and compliant with manufacturers guidelines. • Ensure a high pass rate for any food hygiene inspections (Maintain a 5-star rating).
Duty 6	General requirements
Measures	<ul style="list-style-type: none"> • Share duty management responsibility for the venue with the OMT ensuring a management presence for all opening hours throughout the week. Address customer issues and feedback seriously, ensure compliance with Broadway's complaints procedures and where possible respond in person to any written complaints and/or comments. • Flexible towards working hours (to include evenings, weekends and bank holidays) if required. • Working knowledge of Microsoft Word, Excel and Outlook. • Be committed to, and actively involved in, excellent customer service and best practice in both internal and external communications. • Able to receive supervision and appraisals and be committed to own development. • Be committed to and work within Broadway policies and procedures. • Undertake any other tasks as deemed appropriate by the Line Manager.

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