# East Herts Logo JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title Kitchen Manager (Full Time)  
Reports to Operations Manager   
Team BEAM  
Grade Grade 5

Last updated February 2025

## Job Summary

* Following a £30m redevelopment and four-year closure, BEAM (formerly Hertford Theatre) reopened in August 2024. The venue consists of nine public spaces; two auditoriums, two social hire spaces, three cinemas and two bars.
* As part of Phase Two we are now looking to launch a fresh food offer to meet the needs of our audiences and visitors.
* The Kitchen Manager will work alongside the Operations Manager and the Venue Director to develop an appropriate food offer and ensure it is delivered to agreed specifications.
* All aspects of running the kitchen including meeting food hygiene and health & safety standards and ensuring all due diligence is completed as required.
* Ordering, receiving deliveries, and maintaining the correct storage of food.

## Key Tasks

### Operational Responsibilities

* Lead on the development of new menus ensuring dishes are costed to achieve the agreed GP%.
* Prepare and serve food to standard recipes to ensure consistency of product and cost control.
* Place all food orders as required and check in deliveries.
* Undertake the manual handling of goods, refuse and equipment.
* Follow stock rotation procedures to minimise waste.
* Stock taking and stock ordering as required.
* Open and close food facilities.
* Prepare and assist in the delivery of functions and events.
* Maintain a high standard of personal hygiene to comply with statutory requirements.
* Use equipment as instructed through relevant training and observing all safe practices.

### Management / Supervisory / Team Working Responsibilities

* Ability to work effectively on your own and as part of team
* Complete and adhere to any necessary Health, Safety and Hygiene training programs to meet statutory requirements, including Food Safety Management Systems

### Communication & Contacts

* To act as an ambassador for BEAM, its values and mission.
* Good literacy and numeracy skills
* Excellent oral and interpersonal skills.
* Ability to effectively follow written and verbal instructions.

### Financial / Budgetary Responsibilities

* Manage and maintain over-sight of the kitchen stock and staffing budgets.

### Other

* Attend training courses, team meetings and support new starters as required.
* The post holder will be based at BEAM.
* The post holder will be required to work daytimes, evenings, and weekends.
* Undertake such other duties as may be reasonably be determined by the Venue Director.

# East Herts Logo

# PERSON SPECIFICATION

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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

* Personal effectiveness
* Proactive
* Managing relationships
* Communication
* Customer focus
* Commercial focus

## Key Criteria

### Qualifications and Experience

* Good numeracy and literacy skills, including GCSE passes at grade A-C (or equivalent qualification) in English and Maths and/or equivalent experience.
* Level 2 Food Hygiene & Safety Certificate is desirable, but training will be given.
* Previous experience of managing in a kitchen/food service environment is essential.

### Specialist Knowledge and Job Requirements

* Experience in menu planning & development.
* Experience in stock-taking and stock management.
* Excellent communication skills
* Basic computer and IT skills.
* Energy and enthusiasm to work in a busy arts environment.

### Other

* The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment.