

# ALMEIDA THEATRE

## About the Almeida Theatre

The Almeida is a London Theatre Company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

Based in Islington the Almeida Theatre began life as a literary and scientific society - complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company is led by Artistic Director Rupert Goold and Executive Director Denise Wood and under Rupert's artistic leadership the heart of the Almeida's vision is to make bold work which challenges and questions theatre, and the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire, and entertain audiences through new writing and reinvigorated classics.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and productions regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises further income through ticket sales and the support of generous individual givers and corporate sponsors.

**Job title:** Assistant Chef

### Purpose of role:

We are seeking a talented and experienced Assistant Chef to join our culinary team. As the Assistant Chef, you will play a vital role in the success of our theatre's culinary operations, collaborating with our Chef to deliver exceptional menus for our audiences, our acting companies and our staff.

You will be responsible for:

- Managing the kitchen in the absence of the Head Chef, overseeing food preparation and ensuring that all dishes are of the highest quality, cooked to perfection, and presented beautifully. You will work closely with the Head Chef to implement standard recipes and maintain food costs.
- You will have a proven record of working independently and managing operations, as well as a deep understanding of food safety and health and safety regulations and be responsible for maintaining high standards of cleanliness.
- You will have a passion for food and have the opportunity to develop your skills and contribute to the culture of the kitchen.

### Key Responsibilities:

- Taking handover over from the Chef and preparing the kitchen for service
- Assisting with food preparation for the day's service
- Working independently on Saturdays and preparing your own mise a place
- Receiving food orders from the bar staff, preparing them efficiently, consistently and in a timely fashion
- Washing up and other miscellaneous kitchen porter duties
- Keeping the kitchen clean, including cleaning down at the end of the shift and adhering to a kitchen cleaning rota including a deep clean on Saturday evenings
- Using the till and other systems to ensure the correct recording of sales and stock.
- Providing information to customers on the menu and other aspects of the theatre
- Working special events including largescale catering events
- Participating in deep cleans when the theatre is closed.
- Assisting in other area of the bar & catering operation if required
- Adhering to the Company's Health and Safety policy

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## Person Specification:

### Essential

- Passion for, experience of, and confidence in working with food.
- Attention to detail and high standards of presentation.
- Proven ability to work in your own area, managing your own space & systems.
- Proven ability to follow instructions.
- High standards of hygiene and the ability to maintain a clean and organised working area.
- Excellent communication skills
- A friendly, hard working and flexible approach to all aspects of kitchen work
- Proven ability to provide a high level of service and efficiency during periods of intensity.
- Proven ability to work closely within a small team.
- Proven ability to work with a wide variety of customers.
- Availability to work evenings and weekends.

### Desirable

- Interest in working in an art environment.
- Food Hygiene Certificate

## Equality, Diversity and Inclusion

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Actions for Change: Equality, Diversity and Inclusion Policy and Anti-Racism Policy and monitored through our 3-year action plans.

## Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

## Remuneration and Hours:

- Permanent Contract. 1x FT or a job share of 2x PT will be considered.
- Reports to: Bar Manager & Chef
- Hourly Rate: £12.95ph (£388.50 for 30 hours). FT equivalent is £26,936, inflationary pay award pending.
- Hours: 30 hours. Mon-Fri and 10-8pm on Saturday's. The hours will be full days on Saturdays (10-8), and 4/5x early evening shifts (3-8), this is dependent on the theatre operating schedule. There will be the opportunity to pick up additional hours as well as some flexibility to the days worked.
- Overtime: applicable on Sundays, Bank Holidays or after midnight
- Holiday pay: You are entitled to paid holiday at a rate of 4 weeks a year which will be paid pro-rata at a rate of 12.7% of your weekly pay. You will be required to take annual leave at periods of inactivity for the theatre.
- Meal breaks: as per the TMA/BECTU agreement
- Uniform: the Almeida provides an apron and a t-shirt. We expect you to wear a dark trousers or skirt, and suitable shoes.
- The position is based at the Almeida Theatre Bar, Almeida Street, London, N1 1TA.
- The position is subject to a one-month probationary period.
- If a shift for a special event extends beyond midnight, transport home will be provided at the Bar Manager's discretion

## INTERVIEWS AND START DATE

First interviews: Friday 16th February 2024

Second interviews: Tuesday 20th or Wednesday 21st February 2024

Ideal Start Date: Friday 23 February 2024

## APPLICATIONS

Please submit a CV and a covering letter to the link provided on our 'Working at the Almeida' website.