

# Lyric

COMMIS CHEF



## INTRODUCTION

The Lyric Hammersmith is one of the UK's leading producing theatres. For more than 120 years it has been responsible for creating some of the UK's most ground-breaking and acclaimed theatrical productions. At the same time it has gained a national reputation for its work with children and young people and creates pathways into the arts for young talent from all backgrounds, helping to diversify our industry. The Lyric's dual commitment to producing the highest quality contemporary theatre, alongside nurturing the creativity of young people, is what makes it unique within the theatre ecology of the UK. It has one of the youngest audiences of any theatre in the country and is a place where some of the UK's finest actors and theatre-makers work side-by-side with some of the most diverse or disadvantaged young people in London. The cross-fertilisation of these two is what makes the Lyric Hammersmith so exciting and so distinctive. It is a local theatre rooted in its community with a national and international reputation for the quality and innovation of its artistic work.

## OUR MISSION

The Lyric Hammersmith produces work that is provocative, entertaining, popular, eclectic, messy, contradictory and diverse.

We work with the best theatre artists around and champion the next generation, nurturing young talent from all backgrounds.

We strive to be at the heart of our community  
whilst being internationally recognised

We lurch wildly between high art and populism – hopefully achieving  
both at the same time

Beautiful theatre. Cheap tickets. Environmentally friendly.

Hammersmith and proud!

## THE LYRIC: PAST, PRESENT & FUTURE

The Lyric is located in central Hammersmith in the London Borough of Hammersmith & Fulham, two minutes from Hammersmith tube and bus stations.

The theatre has an extraordinary history. It was designed by the world-renowned Victorian theatre architect, Frank Matcham, and originally opened in 1895 on a different site from the one it stands on today. In 1972, the original building was scheduled for demolition to make way for a new shopping and housing complex. There was a huge public outcry and, at the final hour, the local council saved the theatre by instructing that the Lyric could only be pulled down by the developers if Matcham's exquisite plasterwork was preserved and recreated in a new theatre above the Kings Mall Shopping Centre. The new Lyric Hammersmith was officially opened in 1979 by the Queen. The Matcham plasterwork had been painstakingly reconstructed in a new Victorian-style 550 seat auditorium and a modern black-box 110 seat studio was added to the building at the same time.

In 2004, the Lyric was redeveloped again with funding from the National Lottery and a public fundraising appeal. The £2m project was designed by the internationally acclaimed architect, Rick Mather. The entrance of the theatre was relocated from King Street to Lyric Square and a box office, street-level café, rehearsal room and education space were added within a new extension.

In April 2015 the theatre entered a new and exciting phase of its history. After nearly a decade of planning, fundraising and building, we opened the doors to a new Lyric, again designed by Rick Mather Architects, which includes a major extension to the West. The new Reuben Foundation Wing added two floors of facilities aimed at expanding the Lyric's work with young people, emerging and professional artists. It includes:

- A new rehearsal space the size of the main house stage with a stage-management office
- A dance studio with a sprung floor and full height mirrors
- A film and TV studio and editing suite equipped with a 'green screen' and professional camera and editing equipment
- A 50 seat cinema
- A recording studio and a suite of small and medium-sized music practice rooms
- A digital play space
- A sensory space for disabled children
- New and expanded set and wardrobe workshops
- New staff offices

Externally the building has been re-rendered and a nine metre high neon sculpture designed by the artist David Batchelor, which is based on plasterwork detail from the Victorian auditorium, has been installed on the East Elevation. Internally the existing building has also been refurbished including the redesign of the theatre's café and bar and installation of new environmentally friendly heating and lighting systems as well as a green sedum roof.

In the Summer of 2018 the Lyric completed a refurbishment of both its main house auditorium and studio theatre.

The Lyric has a proven commitment to environmental sustainability and has just become the first theatre venue in the UK to announce it has been awarded the maximum five stars under the Julie's Bicycle Creative Green Certification Scheme. The new building was awarded a BREEAM rating of 'Excellent' – the Government's kitemark for sustainability in new and refurbished buildings.

## LYRIC GOVERNANCE, STAFFING AND FINANCES

The Lyric is a registered charity and a company limited by guarantee. As such, we are overseen by a non-executive Board of Directors which is chaired by Lisa Burger. The Board delegate day-to-day management of the theatre to its Executive Team: Rachel O'Riordan (Artistic Director and Joint CEO) and Sian Alexander (Executive Director, Joint CEO and Company Secretary). We have a talented and dedicated team of around 50 permanent staff, and employ numerous freelance artists, practitioners and casual staff, as well as operating a substantial apprenticeship scheme.

The Lyric aims to create a programme of work that is artistically adventurous and ambitious but also financially sensible and sustainable. We have an annual turnover of approximately £5-6m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Hammersmith & Fulham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

## DESCRIPTION FOR THE POST OF COMMIS CHEF

<b>RESPONSIBLE TO:</b>	Head Chef
<b>CONTRACT:</b>	Permanent and full time
<b>SALARY:</b>	£22,000 per annum
<b>HOURS:</b>	The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.
<b>HOLIDAY:</b>	28 days per annum inclusive of public holidays, with an additional day added for each year of service, up to a maximum of 33 days.
<b>NOTICE PERIOD:</b>	One month
<b>PROBATIONARY PERIOD:</b>	Six months
<b>PENSION:</b>	3% pension contribution after qualifying period
<b>OTHER BENEFITS INCLUDE:</b>	Season ticket loans, Cycle to Work Scheme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## DEPARTMENT INFORMATION

The Commercial Department, under the leadership of the Commercial Director, encompasses the events, visitor services, and bars and catering teams.

The Catering arm of this team comprises of:

- Commercial Director
- Head of Bars & Catering
- Assistant Bar Manager
- Head Chef
- Chef de Partie
- Commis Chef (this role)
- Casual Commis Chef
- Kitchen Porters
- a pool of casual Food and Beverage Assistants

## MAIN PURPOSE OF POSITION

Our Bars & Catering are managed through our trading subsidiary, Lyric Hammersmith Enterprises Limited, and critical to helping the Lyric achieve its artistic and charitable objectives. Our Artistic programme supports our life changing work with young people.

Our busy venue in central Hammersmith welcomes around 200,000 visitors a year to performances, classes, activities, conferences and events and to use our bars, café, restaurant and roof garden.

The Lyric Bar & Grill is open 6 days a week and offers lunches, pre-theatre meals, rooftop barbeques or simply drinks on our delightful rooftop garden.

The Lyric has a growing events and hires business and accommodates a wide range of meetings, conferences and events across its spaces for which we offer in-house catering.

The Commis Chef will support the Head Chef and Chef de Partie as part of a dynamic group that aims to provide food that not only exceeds our guest expectations in flavor, substance and presentation, but is also in line with agreed company & legal standards.

Our menus are ever changing in line with the seasons and the artistic programme in our performance spaces so flexibility and consistency are key qualities that all our team members need to embrace.

They will cultivate an excellent working partnership with the kitchen staff, other commercial team members and departmental teams.

## KEY RESPONSIBILITIES

### Key Food Responsibilities:

- To prepare and cook all food to a consistently high standard of taste, presentation, hygiene and safety, as implemented by the Head Chef
- Ensure the aesthetic standards of presentation of the kitchen and the pass are excellent at all times from all areas of the restaurant
- Be hands on and present during service periods
- Ensure that the Health & Safety Policy and Food Safety Management System are adhered to in the kitchen including all related paperwork checks and record keeping, as requested by the kitchen management team
- Assist with the count of food stock on a weekly basis, report factually and ensure all food wastage is recorded and minimized by the whole team
- Have excellent levels of personal hygiene and presentation standards
- Ensure that you adhere to the correct preparation, cooking, presentation and service of food, as implemented by the kitchen management team
- Adhere to the correct product storage, stock rotation, food quality and portion control as set out by the kitchen team
- Assist in the delivery of best practice within the kitchen, as laid out by the kitchen management team
- To ensure that the kitchen is clean and cleaning rotas are being used properly and that records of cleaning are kept for due diligence
- To work within the requirements under Environmental Health regulations such as Food Hygiene, COSHH and HACCP
- To monitor correct product storage, stock rotation, food quality and portion control

### Kitchen Equipment:

- Clean and maintain all kitchen equipment to maximize efficiency & prolong life
- Assist in accurate record keeping, security and safe storage of all relevant deliveries
- Assist in the implementation all fire regulations and procedures and assist in evacuations as necessary
- Monitor all equipment and report any maintenance issues in cooperation with the kitchen management team
- Assist with the ordering, storage and careful use of all kitchen supplies
- Maintain all kitchen equipment as well as possible to minimise maintenance costs, in particular the water softening and de-scaling of the kitchen dishwashers

- Work with the kitchen team to minimise waste of gas, water & electricity
- Proactively prepare the kitchen, with other team members, for trade before each shift in line with guidance provided by the Head Chef

#### **Communication & Presentation:**

- To be a team player at all times and with a flexible manner in order to ensure that all operations are as guest-focused, efficient and profitable as possible
- Develop strong team relations via open communication between all members of the restaurant team both front and back of house
- To be correctly dressed in a clean uniform at all times
- To be consistently punctual for all scheduled shifts
- To cascade any instructions or information from the senior Lyric staff to relevant team members
- Ensure the aesthetic standards of presentation of the kitchen are excellent at all times from all areas of the Bar and Grill
- To ensure that the preparation of meals tailored to those with allergies
- Ensure that front of house staff have access to up to date and accurate allergen information

#### **Other Duties**

- To regularly attend Lyric shows and projects including press nights, development events and showcases of our work with young people.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- To work at all times in accordance with the Lyric's Green Policy and Action Plan and to proactively develop and encourage environmentally sustainable practice, representing the Communications department at regular Green Team meetings.
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future.
- To act at all times in the best interests of the Lyric.
- To undertake any other duties as agreed with your line manager as is appropriate to the post.

This job description is a guide to the nature of the work required of the Commis Chef. It is not wholly comprehensive or restrictive and may be reviewed as required.

### **PERSON SPECIFICATION**

#### **Knowledge and Experience**

##### **Essential**

- NVQ 1 and/or 2 Level qualification or similar
- Level 3 Food Safety in catering

##### **Desirable**

- Experience of working in a busy kitchen environment
- Experience in event and conference catering
- Experience in café catering
- Experience in working within Health and Safety regulations
- Level 2 Health and Safety
- Experience of/or training in working to HACCP and COSH regulations
- Experience of ordering stock

## Skills and Attributes

### Essential

- A strong passion for food
- Ambitious nature with a thirst for knowledge and a desire to learn
- Excellent organisation skills and attention to detail
- Confident, hands on and can-do attitude
- Ability to contribute as a member of a team, and work autonomously
- Enthusiastic about the venue
- Able to work under pressure while maintaining a positive outlook and persona
- Flexible and adaptable
- Warm, friendly and personable
- Commitment to the Lyric's ethos of inclusivity

### Desirable

- Interest in the arts in general
- Interest in environmental issues and their solutions

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink.
- Write a **covering letter** (no longer than two sides of A4) explaining why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form, covering letter** and **equal opportunities monitoring form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) or by post to Chrissy Angus, Head of Administration, Lyric Hammersmith, King Street, London W6 0QL.
- **Do not submit CVs, as these are not accepted.**

The deadline for receipt of completed applications is: **Monday 03 June 2019 at 10am**

We look forward to receiving your application and thank you for your interest in the Lyric Hammersmith.

## GUIDANCE

Please read the person specification and job description carefully before starting your application and ensure that you meet all the essential criteria. Only relevant information will be considered when shortlisting applicants for interview. Your application will be kept on file for a maximum of 12 months and then destroyed.

## INTERVIEW PROCESS

The selection process will take part in two phases:

Phase One: Interview **w/c Wednesday 12 June 2019**

It is intended that short listed candidates would be invited for interviews that will take place on

Phase Two: Trial

Short listed candidates will be invited to take part in a paid trial shift in our kitchen. The date and times of these will be agreed with each candidate at a mutually agreeable time.

If for any reason you are not able to make the proposed interview date, other dates can be arranged.

## EQUAL OPPORTUNITIES

The Lyric values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



## ACCESS

If you would like to submit your application form and covering letter in another format we would be happy to accommodate this. Please contact the Administration department on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

The Lyric Hammersmith has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the Application Statement to help us with this. Please also state on the form if you have any access requirements for interview, or contact the Administration team to discuss.

## APPOINTMENTS

In line with the Lyric's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Lyric will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.