



Junior Chef (Café) **(full time, permanent)**



ABOUT ALEXANDRA PARK AND PALACE



Alexandra Park and Palace is a major event, heritage and cultural destination in north London. We host live music, live sport, theatre productions and Park events all year round.

All the money that is generated by events goes back into maintaining and restoring Ally Pally, to celebrate and share the past, deliver extraordinary experiences at present and regenerate for the future.

ROLE DESCRIPTION

Alexandra Palace is looking for a **Junior Chef (Café)** to join the in-house Catering team to be responsible for assisting with food preparation, cooking and service of fresh dishes across 2 Café operations: Boat House Café and East Court Café.

You'll assist with the day-to-day kitchen activities across both cafés, supporting the Head Chef and catering team with food preparation, cooking, and maintaining kitchen organisation. You'll help ensure that dishes are prepared to the highest standards, assist with stock management, and contribute to smooth, efficient service. Occasionally, you may be asked to supervise staff while on shift and support the wider catering team during events.

You will have some hands-on experience in a kitchen or café environment, including assisting with food preparation and following set recipes. While you may not have formal management responsibilities, you should be comfortable supporting the team and occasionally supervising colleagues during your shift.

The salary is **£32,760pa**

HOW TO APPLY

To apply for the role of **Junior Chef (Café)** please send your CV / expression of interest and a cover letter outlining how you meet the requirements of the role to recruitment@alexandrapalace.com

The deadline for applications is **10am, Tuesday 14 October.**

Due to the volume of applications, we are unable to offer feedback to those not shortlisted for interview

OUR COMMITMENT TO EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity and encourage job applications from people of all backgrounds. We strive to build a diverse and inclusive workforce that is representative of our community and helps us to deliver more for our visitors. We particularly encourage applications from candidates from ethnic minority backgrounds and candidates with disabilities.

Job Title	Junior Chef (Café)
Department:	Catering
Responsible To	Café Operations Manager
Responsible For	No direct reports but may be required to supervise staff whilst on shift
Overall job purpose	Responsible for assisting with food preparation, cooking and service of fresh dishes across 2 café operations: Boat House Café and East Court Café
Key internal relationships	Head Chef Chef de Partie Assistant Café Manager Ice Rink colleagues working at the Boating Lake (pedalo hire)
Key duties and responsibilities	<ol style="list-style-type: none"> 1. Assist with food preparation across both cafes, maintaining a clean and organised kitchen, ensuring that all food is prepared and served to the highest standards 2. Adhere to recipes and established standards for food preparation to ensure consistency and quality 3. Support the Head Chef in the development and execution of café seasonal menus and daily specials 4. Assist in the proper storage of food, stock rotation and waste management to ensure that the café kitchens run efficiently 5. Assist with managing food orders and inventory control across both units ensuring that stock levels are maintained efficiently. Contribute to minimising waste by making the best use of available ingredients 6. Report any issues with kitchen equipment or stock to the Café Operations Manager 7. Support the wider Catering team across site depending on the event programme

Person Specification	<u>Essential</u>	<u>Desirable</u>
	<p>Education / Qualifications / Memberships</p> <p>Right to work in the UK</p> <p>Fluent in English language</p> <p>Experience</p> <p>Basic cooking experience including preparation techniques</p> <p>Experience working in a café or hospitality environment in a similar kitchen-based role</p> <p>Skills and Knowledge</p> <p>Good attention to detail ensuring accuracy in measurements, portioning and presentation</p> <p>Excellent organisation and ability to keep work area tidy by managing supplies</p> <p>Ability to work effectively as part of a team</p> <p>Physically able to fulfil the responsibilities of the role including standing for extended periods and performing tasks that require physical effort</p> <p>A passion for food</p> <p>Positive attitude with a proactive and resourceful approach to tasks</p> <p>Flexibility to work weekends, evenings and bank holidays in line with operational requirements</p>	<p>Food safety Level 2 certification (or equivalent)</p> <p>A professional culinary qualification (e.g. NVQ Level 2 or 3)</p>

DIMENSIONS

Financial responsibilities

n/a

People management responsibilities

n/a

GENERAL OBLIGATIONS

i. Health and Safety

All employees have a legal duty to ensure the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

ii. Equality and Diversity

Alexandra Palace is committed to the fair treatment of all our staff. We are committed to giving equal access to recruitment and selection, promotion and career development, training, pay and benefits.

We will provide reasonable support to disabled applicants throughout the recruitment process. If you feel that you need any additional support or reasonable adjustments to take part in the interview process, please contact the HR team

iii. Safeguarding

Demonstrate commitment to safeguarding of children, young people, and adults at risk.

iv. GDPR

To handle personal data in accordance with the organisation's data protection policy and to record all processing activities in the organisation's data register where appropriate.

v. Sustainability

We are committed to a Sustainability strategy and policy, working towards finding new, innovative, and economical ways to stay green.

CUSTOMER SERVICE STANDARDS



VALUES AND BEHAVIOURS

1. We are Collaborative
2. We are Bold
3. We are Open and Genuine
4. We are Passionate and Fun
5. We are Resourceful

The Core Competency Framework

Each competency has an overall description. It is then broken down by level into “We will” and “We won’t” indicators. This role is a level 1 (of 4) and therefore should be demonstrating behaviours at **level 2**.

1. We are COLLABORATIVE

“We work as one team, sharing ideas, knowledge and insight to achieve our common purpose”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> • Work with other teams to raise and solve issues • Hold regular meetings to gain team input • Be visibly available to my team • Book weekly catch ups with other teams • Think and act as one organisation • Pro-actively talk to others rather than sending emails 	<ul style="list-style-type: none"> • Encourage silos or working in isolation • Think our work is more important than that of other teams • Make decisions without consulting other teams that may be impacted

2. We are BOLD

“We are bold and we embrace change – we constantly look for new opportunities and innovative ways of doing things”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> • Try new ideas and think outside the box • Look for possibilities and opportunities everywhere – taking time to think creatively • Have faith in my ideas and find my voice • Encourage the ideas of others more often • Utilise the experience of the whole team • Strive to improve the customer experience • Encourage others to see mistakes as learning 	<ul style="list-style-type: none"> • Say “I can do better” but then do nothing • Accept something just because it is the way it's always been done • Shut down ideas without thinking about the pros and cons • Resist change because it is too challenging • Think “I can't do it” • Say “No” but not explain why

3. We are OPEN AND GENUINE

“We are inclusive and diverse - welcoming all through our doors. We are genuine - we do what we say we will and do it in a way that is in line with our values.”

	We Will	We Won't
Level 2	<ul style="list-style-type: none"> • Get to know my team members • Be human – show empathy and care for others • Thank people and make them feel good • Accept all - embrace different points of view • Confront difficult situations with openness, sensitivity, care and empathy • Pro-actively address exclusion and discrimination 	<ul style="list-style-type: none"> • Exclude people because I find them difficult or challenging • Ignore or belittle the ideas or thoughts of others • Allow our own view to prevail not taking into account differences of opinion or approach • Tolerate exclusion or discrimination • Delegate to the same people as they always say “Yes” and avoid delegating to others

4. We are **PASSIONATE & FUN**

“Our job is to put smiles on people’s faces, by being engaged and passionate about all that we do. We deliver our purpose with fun and enjoyment

	We Will	We Won't
Level 2	<ul style="list-style-type: none">• Act as a role model for others by demonstrating passion for my job and energy every day• Go the extra mile – setting an example for the team• Make time to celebrate success• Inspire, develop and build my team• Focus on delivering quality for myself and my team• Create a culture of fun so that we can all enjoy what we do	<ul style="list-style-type: none">• Act negatively - moaning and criticising• Forget to celebrate• Just do the minimum to get by• Accept negativity or inappropriate behaviours in our teams

5. We are **RESOURCEFUL**

“We use what we have creatively to get the best results possible, solving problems and overcoming difficulties

	We Will	We Won't
Level 2	<ul style="list-style-type: none">• Bring solutions not just problems and complaints• Take a “see it and own it” approach• Make smart use of our resources• Actively look outside for new ideas and research• Attend and encourage others to attend training and conferences and bring back new ideas• Understand what generates profit• Free up budgets to spend where most needed• Empower and coach my team to come up with their own solutions• Make use of people’s skills from outside of work as well as at work	<ul style="list-style-type: none">• Use resources just because we have them• Say “no” just because of lack of resource• Just go for quick wins because they are easy• Allow wastage in our work areas• Take on too much at once• Create a stressful environment for myself or those around me

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, Alexandra Palace collects and processes personal data relating to all job applicants. Alexandra Palace is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information please see our job applicant privacy notice on our website: <https://www.alexandrapalace.com/about-us/jobs/>