



Troubadour
THEATRES

TROUBADOUR CANARY WHARF THEATRE LTD

HEAD CHEF

JOB DESCRIPTION

REPORTING TO: Restaurant Manager

LOCATION: Troubadour Canary Wharf Theatre, Water Street, Canary Wharf, E14 5GX

CONTRACT TYPES: Full time, 40 hours per week across 5 out of 7 days Monday - Sunday, including evenings

SALARY: Circa £40,000 D.O.E.

Troubadour is a company which specialises in large-scale installation venues. We build and operate go-to destinations that are fully flexible, contemporary and with the ability to showcase world-class entertainment whilst providing a greater experience for all.

We're seeking an experienced, hard-working and motivated Head Chef, to oversee our busy kitchen operations at our brand-new restaurant, located at Troubadour Canary Wharf Theatre, due to open in late October 2025.

STAFF MANAGEMENT

- Lead and manage the kitchen team including Sous Chefs, CDPs, Commis, and KP staff.
- Assist the Restaurant Manager in the recruitment process for kitchen team members including interviews, onboarding, right-to-work checks.
- Design and implement structured training and development plans for kitchen staff.
- Conduct regular performance reviews, appraisals, and probation assessments.
- Create a positive, inclusive kitchen culture, maintaining high morale and staff retention.
- Assist the Restaurant Manager in handling all disciplinary, grievance, and conflict resolution matters in line with HR policies.

KITCHEN OPERATIONS

- Oversee all daily kitchen operations, ensuring service runs efficiently and standards are met.
- Be a hands-on leader during service, leading the pass, communicating with the Restaurant team and ensuring prep is completed.
- Conduct daily briefings and communicate clearly with FOH teams to ensure aligned service delivery.
- Ensure a clean, safe, and legally compliant kitchen at all times.
- Monitor portion control, plating standards, and consistency across all service periods.

FOOD SAFETY, COMPLIANCE & HEALTH & SAFETY

- Maintain excellent knowledge of and adherence to HACCP, Food Safety, and COSHH regulations.
- Ensure all food safety records, temperature checks, and cleaning schedules are completed and logged.
- Uphold all licensing and environmental health regulations, ensuring 5* EHO ratings are maintained.
- Deliver regular training on kitchen H&S procedures and refreshers on legislation as required.
- Lead and document risk assessments and take part in site-wide safety initiatives.

MENU DEVELOPMENT & CULINARY LEADERSHIP

- Work closely with our restaurant consultants in the delivery of innovative, seasonal menus for both à la carte and pre-theatre service.
- Create bespoke menus for private events and VIP functions in collaboration with the Troubadour Events team.
- Champion quality, consistency, and presentation in every dish leaving the pass.
- Stay ahead of culinary trends and ensure the restaurant maintains relevance and appeal.
- Implement and monitor allergen, dietary, and sustainability protocols.

FINANCIAL ACCOUNTABILITY & PROCUREMENT

- Manage kitchen budgets in line with venue targets; control labour and food costs within GP expectations.
- Monitor daily/weekly/monthly cost of sales, wastage, and stock variance, taking corrective action as needed.
- Ensure timely and accurate ordering, delivery, and storage of goods in line with procurement policies.
- Lead full stock takes and maintain strong supplier relationships to ensure quality and price value.
- Collaborate with the Theatre Manager and Restaurant Manager on menu costings and quotations.

EVENTS & PRIVATE HIRE

- Work closely with the Head of Sales, Theatre Manager and Restaurant Manager to design menus and kitchen logistics for a range of events.
- Lead catering for private functions, including press nights, corporate events, and receptions.
- Provide flexibility in menu design to accommodate budget, dietary, and service style requirements.

ADMINISTRATION & COMMUNICATION

- Create and manage staff rotas and schedules in line with budget and business forecasts.
- Complete payroll inputs, training logs, and absence reports accurately and on time.
- Maintain all supplier invoices, food safety logs, and operational checklists digitally or in accordance with venue policy.
- Attend and contribute to weekly operations meetings and cross-departmental briefings.
- Build effective relationships with all departments within the Theatre Management and wider Troubadour Theatres team, as well as external stakeholders.

PERSON SPECIFICATION

REQUIRED:

- 3+ years' experience in a Head Chef or Senior Sous Chef role in a high-volume, quality-focused restaurant.
- Proven experience in a fresh cook kitchen environment, with a strong understanding of scratch cooking principles.
- Must come from a background where chefs are genuinely cooking with daily prep, fresh ingredients, and hands-on execution at the heart of the kitchen.
- Competence in prepping, cooking, and safely chilling fresh food in batch formats to meet both service and food safety standards.
- Experience in kitchens with a strong emphasis on culinary standards and fresh preparation
- Ability to manage prep workflows efficiently to support both busy service periods and event catering volumes.
- Demonstrated experience in à la carte and event catering settings.
- Exceptional leadership, communication, and organisational skills.
- In-depth knowledge of Food Safety and Health & Safety legislation.
- Financial literacy and experience working to and achieving food GP targets.
- Excellent timekeeping and the ability to thrive under pressure.
- Eligibility to work in the UK and over 18 years of age.
- Flexibility to work evenings, weekends, and holidays consistently.

DESIRABLE:

- Previous experience in a theatre or cultural venue.
- First Aid qualification.
- Personal Licence holder (or willingness to obtain).
- Passion for the arts and interest in theatrical programming.

To apply, please send a CV and a covering letter to jobs@troubadourtheatres.com

Applications will close at 11am on Friday 15th August 2025.