

KITCHEN MANAGER / HEAD CHEF

APPLICATION PACK



PERMANENT, 1 FTE: 40 hours per week
(including evenings and weekends as required)
Salary: £34,000 – £38,000

INTRODUCTION



Thank you for your interest in this opportunity.

The Seven Bridges is the world kitchen concept housed inside Dance City, the home of dance in the North East. It is a special and unique collaboration with West End Refugee Service. This is an exciting time to join Dance City, as we celebrate our 40th anniversary and look to the future.

The Seven Bridges launched in June 2025 during Refugee Week, and we have just celebrated our first 12 months of operating.

We are looking for someone who can help us to fulfil the vision, mission of The Seven Bridges. Someone passionate about international food. Someone interested in teaching our volunteers skills and craft to work in a live kitchen environment so they gain skills for the workplace when they are ready; but also someone keen to learn about foods and the stories behind the food from our international volunteers, and being able to showcase this to our community.

You will love food, people and service. It drives you and you will use that to propel growth in The Seven Bridges.

Dance City's mission is to ensure the North East is the best place to dance and experience dance. The Seven Bridges mission is to be one of the most inclusive places to eat and drink. Where food acts as the context for conversation. You will work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt
Artistic Director
& CEO

ABOUT THE SEVEN BRIDGES



In a unique collaboration, Dance City and West End Refugee Service (WERS) has created The Seven Bridges – a world kitchen celebrating the food traditions of refugees and people seeking asylum in the city. Through food, training and cultural exchange, it aims to be one of the most inclusive places to eat and drink in Newcastle.

Our vision is to be a place where great food and drink offer the context for conversation. At the heart of The Seven Bridges lies a deep commitment to empower WERS clients through training and development opportunities, whilst also being a window into WERS clients' cultural communities, where events from poetry to song will become a feature.

With a menu created in collaboration between the staff and WERS volunteers, we aim to showcase the rich techniques and traditions of those who work there.



KITCHEN MANAGER/CHEF

JOB DESCRIPTION

CONTRACT:

Permanent

SALARY:

£34,000 – £38,000

PROBATIONARY PERIOD:

Six months

LOCATION:

Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

NOTICE PERIOD:

1 week during probationary period, 3 calendar months on satisfactory completion of probationary period

HOURS:

1 FTE: 40 hours per week (including evenings and weekends as required)

OVERTIME:

Overtime is not paid. Time off in lieu (TOIL) may be taken for any extra hours worked, as authorised by your line manager

ORGANISATIONAL RELATIONSHIPS:

Reports to: General Manager (Dance City)

Team: Casual Kitchen Assistants / FOH Coordinator and Volunteers

ORGANISATION DIRECTIVES

- DBS required: No
- Budget Holder: No
- Line Manager: No
- Duty Manager: Yes
- Fire Warden: Yes
- Safeguarding Officer: No
- First Aider: Yes
- On Call Rota: No
- Senior Leadership Team: No

Duties and Responsibilities

Role Purpose

The Kitchen Manager (Head Chef) leads the day-to-day operation of the Seven Bridges kitchen, delivering a high-quality, commercially sustainable food offer while supporting the café's social mission of working with refugees and people seeking asylum.

This is a hands-on role responsible for cooking, managing kitchen operations, controlling costs and ensuring the café delivers a consistent, profitable food offer. The postholder will lead a small kitchen team and support volunteers to develop practical kitchen skills in a welcoming and professional environment.

You will be interested in the people you work with, spend time to understand our customers and grow our customer base. Success is something you are motivated by. Here success means both commercial and social value.

Key Responsibilities

Kitchen Operations

- Lead the daily operation of the café kitchen, cooking during service and ensuring smooth workflow.
- Maintain high standards of food quality, presentation and consistency.
- Manage kitchen preparation, stocks, service and cleaning systems to ensure efficient operations.

Menu Development

- Develop seasonal menus inspired by global food traditions.
- Cost and price dishes to achieve agreed profit margins.
- Adapt menus to reflect customer demand, food cost changes and seasonal availability.

Financial & Commercial Performance

- Manage kitchen costs to achieve agreed food cost and gross profit targets.
- Control stock ordering, deliveries and inventory levels.
- Minimise waste through accurate portioning, preparation planning and stock rotation.
- Contribute to the café's commercial performance including events and external catering where required.

Duties and Responsibilities

Team Leadership & Training

- Supervise and support a small kitchen team and volunteers including rota.
- Provide practical kitchen training and mentoring to volunteers where appropriate.
- Foster a positive, inclusive and professional working environment.

Compliance & Standards

- Ensure full compliance with Food Safety, HACCP, allergen management and Health & Safety regulations.
- Maintain kitchen documentation including temperature logs, cleaning schedules and allergen records.
- Ensure the kitchen consistently achieves a 5 Food Hygiene Rating.
- Be the Alcohol Premises Licence Holder (Training provided as necessary).

General

- Participate in Dance City and West End Refugee Service team wide meetings and activities as required.

Key Performance Measures

- Food cost and gross profit targets achieved.
- Consistent food quality and customer satisfaction.
- Efficient kitchen operation within a small team.
- Food Hygiene Rating of 5 maintained.
- Positive volunteer engagement and training outcomes.

Person Specification

Essential

- Experience running or supervising a small professional kitchen.
- Strong practical cooking and organisational skills.
- Experience managing stock, suppliers and food costs.
- Knowledge of food safety, allergens and kitchen compliance.

Desirable

- Experience in cafés, community kitchens or social enterprises.
- Experience mentoring volunteers or trainees.
- Level 3 Food Hygiene qualification.

HOW TO APPLY

Please send a CV and cover letter to **recruitment@dancecity.co.uk**. In your cover letter please demonstrate how you meet the person specification.

Please note that this is a rolling recruitment process and we therefore advise early application.

Shortlisted applicants will be invited to complete a paid trial shift at The Seven Bridges

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.

If you require this information in a different format, or would rather submit a video or audio file, please let us know and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts. We specifically welcome applications from women, disabled people and those from Black, Asian, ethnically diverse, LGBTQ+ and international backgrounds with the right to work in the UK.

Dance City,
Temple Street,
Newcastle upon Tyne
NE1 4BR

0191 2610505
dancecity.co.uk

 @dancecity
 @dance_city_newcastle

