



## JOB DESCRIPTION

**Post:** Roastery Assistant  
**Department:** Tate Eats  
**Reporting to:** Head of Coffee and Production Supervisor

**The Company:** *Tate Eats is a wholly owned subsidiary of Tate. Our activities vary from providing a restorative cup of tea to a weary visitor, right the way through to catering for special events being held by Tate's corporate sponsors.*

*Our aim is to be the market-leading caterer within the arts and to consistently provide outstanding food, drink and service at the four Tate sites and the other sites within our business.*



*Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.*

### **Purpose of the Job:**

Contribute to Tate Eats' aim to deliver exceptional service by assisting the Coffee by Tate team in our in-house production roastery. The role will involve assisting the Head Roaster in production as needed with various duties including weighing out green coffee, packing coffee, meeting orders and managing dispatch, as well as occasional cuppings, sample roasting and production roasting.

### **Main Duties and responsibilities:**

- Assist with all duties pertinent to the business at our roastery as needed by the roasting team
- Work alongside the Head of Coffee or Production Supervisor in weighing and preparing green coffee; pre-blend or post-blend coffees to espresso blend recipes; weighing out single origin microlots and decaf green coffee accurately and efficiently.



- Weigh, pack and label buckets of roasted coffee efficiently and precisely, according to production and dispatch schedules
- Manage a variety of outgoing orders ranging from internal wholesale, retail, contract roasting and white label coffee
- Assist with green coffee and packaging deliveries and organisation of raw coffee and packaging stock
- Assist in keeping the production area a clean, tidy and safe working environment
- Assist in the setting up of and facilitating with production cupping and quality analysis sessions
- Packing orders accurately and delivering orders to relevant sites or departments where necessary
- General housekeeping and maintenance duties of roastery space and equipment
- Observation and practice of the roasting process with the intention of gaining experience as a production roastery technician
- Production roasting to specific recipes and profiles on our Probat 25kg Roaster
- Assist with our Slot Roasting Collective and supervise roasting clients as needed

Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy aims to improve diversity at Tate through a process of organisational change and to make diversity part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity as part of their role

## Person Specification

### Experience and skills

#### Essential:

- An interest in coffee production
- A can-do attitude and ability to adapt to challenging environments
- Ability to lift heavy loads and work in an industrial setting
- Ability to work efficiently and unsupervised at times
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Excellent multi-tasking, prioritisation and organisational skills
- Great punctuality and time-management skills
- Working knowledge of Outlook, Excel, and other computer functions



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- Fluent written and spoken English
- Excellent communication skills, demonstrating the ability to communicate positively with all colleagues and with a diverse customer base
- Professional attitude and appearance at all times
- Demonstrates a flexible, pro-active approach and willingness to operate wherever help is needed
- Prompt timekeeping and good time management
- An interest in the aims, services and products of Tate Eats

### Key Competencies

- Balances a varied workload and shifting priorities to deliver results on time
- Plans and prepares effectively to ensure delivery of the agreed results
- A collaborative approach, with a drive to complete tasks effectively
- Develops effective working relationships with other teams in Tate Eats
- Communicates clearly, keeping others informed appropriately
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



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