

## JOB DESCRIPTION

- Post:** Chef de Tournant/ Relief Chef
- Department:** Tate Eats
- Reporting to:** Executive chef, Group Senior Head chef, Senior Events Head chef, Head chefs, Sous chefs
- Responsible for:** Demi chefs, Commis chefs, Kitchen Porters
- The Company:** *Tate Catering 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.*



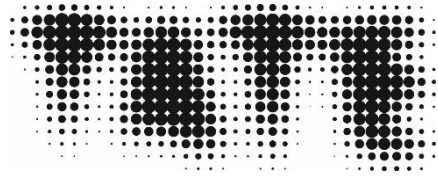
### ***The Disability Confident Scheme***

*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 Scheme Symbol.*

**Purpose of the Job:** This role is to provide chef cover within Tate Eats kitchens where needed.

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

- Liaise and co-operate effectively with all members of staff in relation to all aspects of the production and service of food the highest standard
- Supervise and assist in the preparation of all food mise en place – ensuring each section of the kitchen has all necessary work completed prior to the commencement of service
- Assist with the smooth and efficient service and production of food from the department by working and liaising with other departments.

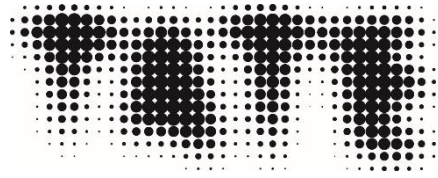


- Check all prepared mise en place and food stocks (including dry stores) are replenished as and when necessary and inform the Senior Duty Chef of any relevant shortages
- Confirm work with the Senior duty Chef and any special requirements, (including menu items and dishes), and outstanding orders of relevant work tasks required from kitchen sections
- Make yourself aware and notify all kitchen staff of all menu changes, specialities, function menus and changes to standards prior to the commencement of service times
- Record and communicate all relevant allergen information as required by law.
- Ensure that the agreed standards of food preparation and presentation are supervised and adhered to
- Report problems relating to the smooth operation of section to the Senior duty Chef.
- Assist other sections of the kitchen in the production and service of all relevant food items or with the cleaning down of sections as and when required due to the workload
- Assist in the prevention of pilferage from the dry stores and refrigeration within the department
- Control wastage by maintaining the correct stock levels and rotation from dry stores and refrigeration and avoid the over producing of food mise en place
- Promote the safe use of the kitchen, equipment and environment under the Health and safety at work acts, hygiene and other relevant regulations
- Ensure all relevant food controls and correct temperatures are always logged and adhered to . Making sure that all health marks are collected and allocated to the right administration
- Inform senior Duty Chef of any outstanding orders or priority work if not complete at the end of shift
- Ensure all staff within your team are well briefed on the daily responsibilities and are given constant supervision and motivation on all aspects of their work
- Maintain constant quality control of all prepared and cooked food ensuring it is to Tate Eats Standards
- Report all accidents and defects in kitchen equipment to the Senior Duty Chef and complete all relevant documentation
- Assist in end of month stock takes of relevant food storage areas
- Ensure all work areas of the kitchen, dry stores and refrigeration are always maintained in a clean and hygienic condition and especially after your shift has finished
- Ensure that all main cool rooms are always tidy and clean
- Ensure all food stuff are always dated and labelled
- Ensure all HACCPs procedures are followed
- Work as required by the operational demands of the business



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The New EU regulations on Food Allergens means that Tate Catering has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information daily, in conjunction with the Senior Head Chef and Supervising Chef.

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 its employees to actively contribute to promote diversity as part of their role

## Person Specification

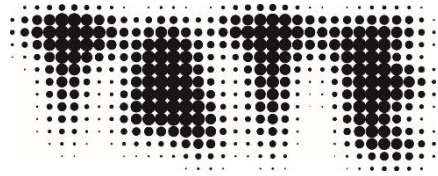
### Essential:

- Proven experience in a catering/kitchen environment.
- Comfortable with working in a pressure kitchen, whilst maintaining high standards
- Good food knowledge and a desire learn more
- Excellent knowledge of health & safety and food hygiene regulations and policies
- Work to the highest hygiene standards
- Knowledge of chemicals and COSHH training
- Experience of managing stock and equipment
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- Flexible with working hours, available to work early mornings, late nights and weekends, on a rota basis
- Pro-active and reliable, willing to work where and as required by the operational demands of the business



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## Key Competencies

- Plans and prepares effectively to ensure delivery of the desired result
- Shows resilience and maintains composure under pressure
- Participates positively and fully in the team
- Recognizes the importance of tailoring their communication style to get better results
- Promotes Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Creates a culture and environment that encourages innovation, creativity and positive approach to change
- Learns from others



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