



JOB DESCRIPTION

Post: Head Chef

Department: Tate Eats

Reporting to: Senior Head Chef and Executive Head Chef

Responsible for: Junior chefs

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.

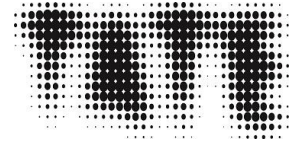


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Purpose of the Job: Responsible for the overall smooth operations of the kitchen, as well as the achievement of organisational goals and consistently exceptional food service.

Main Duties and responsibilities:

- Supervise all staff members in the agreed standard of food service and preparation during the hours whilst you are on duty ensuring that all food production and operation adheres to the specified food cost
- Liaise and co-operate effectively with all other associated members of staff in relation to all aspects of the production and service of food
- Assist the department head in the suitable and adequate training of all staff within the department
- Ensure all relevant food controls and correct temperatures are logged and adhered to at all times including all Health marks are collected and allocated to correct administration file

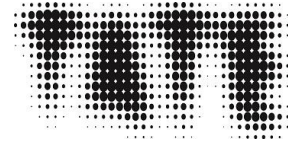


- Promote the safe use of the kitchen, its equipment and building under the Health and Safety at work acts, hygiene and any other regulations
- Supervise all staff members by checking the prepared mis en place and food stocks (including dry stores) and replenish as necessary by informing the Senior Head chef, Sous and Chef de Parties of any relevant shortages
- Supervise and assist all members of the kitchen staff in the preparation of all food mis en place ensuring all necessary work is completed prior to the service commencement times
- Aware of all relevant food suppliers and their products (including dry stores) and place orders accordingly as and when required due to business demands
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors
- Regular benchmarking against our competitors and having a great awareness of our customers' needs
- Responsible for managing the control of the food costs within budgets and keeping adequate stock levels of food and supplies
- Perform weekly/monthly price comparisons with suppliers ensuring all stock movement is controlled and accounted for by means of transfers
- Effectively cost all menu items and follow all recipes to achieve a high quality of food and to be cost effective
- Confirm with the Chef de Parties and Sous Chefs any special requirements, (including dry stores) and order accordingly as and when required due to business demands
- Assist and supervise the compiling of daily and other relevant menus as and when required
- Control wastage by maintaining the correct stock levels and rotation from dry stores and refrigeration and avoid over production of food mis en place
- Supervise and assist in the smooth and efficient service and production of food from the department by working and liaising with other departments and dining room staff at all times
- Assist in the prevention of pilferage from the dry stores, refrigeration and other food storage areas within the department, by keeping all areas locked, and relevant keys safe where necessary
- Ensure that the agreed standards of food preparation and presentation are supervised and adhered to at all times
- 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
- Supervise the training of all new staff members to the department in the standards required by the kitchen, including the employee's induction.



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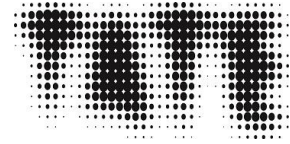


- Report any problems relating to the smooth operating of or staff within the sections, or of the non co-operation from another section of the department immediately to the Senior Head Chef/Executive Chef.
- Aware of the required food cost percentage as set down in the budget and to assist in supervising and running of the department within these guidelines at all times
- Make yourself aware of all administrative documentation including requisitions and internal transfers relevant to the departments accountability
- Supervise the compiling of the month end stock take of all relevant food storage areas
- Supervise the compiling of the kitchen rosters and employees time sheets. Organising the work load accordingly between the sections of the kitchen, and ensuring the kitchen is effectively manned at all times
- Ensure all accidents and any defects of the kitchen equipment are recorded and acted upon appropriately
- Ensure changing areas are kept free from dirty uniforms in conjunction with head porters and to ensure locker key numbers are updated and policed
- Assist in the daily procedure of receiving food and related supplies to the kitchen, rejecting and returning as and when necessary, items that are not to the specifications or ordered or are damaged
- Ensure all work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition at all times and especially after your shift has finished
- Remain on duty until the day's work has finished ensuring that the entire department is locked and secure
- Conduct staff appraisals
- Chair daily morning meetings with all senior supervisory staff to brief on the day's activities, menus and events
- Chair daily briefing sessions with the dining room staff to inform them of menus, specials, shortages and timing schedules for functions
- Operate the pass service of food from kitchen to restaurant liaising with the dining room staff and ensuring the food is to the standard required.
- Responsible for managing control of the wage costs for each kitchen on a weekly basis and that forecasted. Also, manage Kitchen recruitment cost
- Manage the wage costs of the Kitchen Management Team, including managing their holiday dates and rota days off, ensuring that the staffing rota meets the operational needs of the business within the staffing budget
- Responsible for managing the costs of all non-consumable items purchased by the stores.
- Provide monthly reports of all costs as a percentage of sales in order to monitor and reduce these costs in line with budget. This includes all maintenance of the equipment and pest control



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- Ensure all orders are placed on the Stocklink system, all transfers are closed off, weekly, monthly. Stocktakes are inputted within the monthly deadlines (set by Finance Director), all recipes are accurately inputted and prices updated.
- Responsibility for the weekly order sheets working with suppliers and Sous Chefs to ensure that we are always using the best possible ingredients at the best possible prices whilst maintaining our purchasing policy detailed in our business objectives
- Manage and lead the team of chefs on a weekly basis ensuring that senior chefs; understand their required daily tasks; provide kitchen supervision during all hours of trading; are offered relevant training and are provided with the tools and equipment required to complete their tasks; understand the importance, urgency and priority of each task and that they are given the correct meal/refreshment breaks, rest breaks between shifts and rota days-off, without disrupting the kitchen operation
- Manage the performance and punctuality of each senior chef including completing staff performance and development reviews (including probationary performance reviews and appraisals) and disciplinary procedures (where necessary)
- Responsible for the effective, fair and transparent recruitment, following company Recruitment Procedure
- Responsible for ensuring adequate cover on your days-off, holidays and absence
- Fulfil any other tasks / duties required by the Senior Head Chef /Operations Manager or other member of senior management and Executive Chef
- Fulfil all duties in a professional manner with a positive attitude
- Lead departmental meetings on a weekly basis
- Be present and participate in other departmental meetings as and when required
- Ensure all food stuff are dated and labelled at all times
- Ensure all HACCPs procedures are followed and work closely with Food Alert audits
- Work as required by the operational demands of the business
- May be required to work over both Tate Modern and Tate Britain sites
- Work on events, as required by Executive Chef.

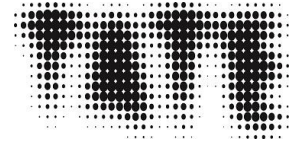
The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information on a daily basis, in conjunction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



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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

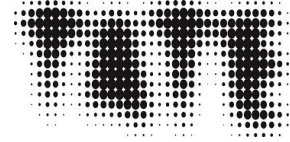
Essential:

- Significant experience in a catering or kitchen environment as a Sous Chef or Head Chef.
- Comfortable with working at pace in a pressure kitchen, whilst maintaining high standards
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues, suppliers and a diverse customer base
- Demonstrable ability to manage performance, deliver training, motivate and develop a cohesive team of more than 10 staff
- Strong coaching skills
- Experience of creating a working environment that encourages equality, diversity and inclusion and the ability to create an inclusive, respectful culture within a team
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Exceptional customer service skills, demonstrating a professional attitude and appearance at all times
- Possess a wide array of recipes and have experience of Contemporary British menus
- Excellent knowledge of food and current trends and a passion for developing the offer
- Excellent knowledge of and commitment to health & safety and food hygiene regulations and policies
- Ensure allergen information is being recorded and communicated accurately on a daily basis
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- A high level of commercial acumen and experience of managing costs, with previous responsibility for ordering, stocktaking and wages
- Working knowledge of Microsoft Office including Word, Excel and Outlook
- Flexible with working hours, available to work early mornings, late nights and weekends, as required
- Pro-active and reliable, willing to work when and as required by the operational demands of the business



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Desirable:

- Hold a Food Safety Level 3 Certificate or above
- Experience of visitor attractions and/or cultural organisations
- Experience of working with Stocklink or similar costing system.

Key Competencies:

- An enthusiastic approach and willingness to contribute to the development of the Tate Eats as well as the wider aims of Tate.
- Demonstrates flexibility with working hours and place of work, as the business requires
- Demonstrates flexibility in approach to the role to ensure that duties are properly performed and to meet the organisational demands of the business. This flexibility includes adapting business needs at short notice
- Strives to maintain a positive atmosphere in challenging situations
- Constantly seeks ways to build on team work in widest sense across Tate departments
- An ability to communicate confidently with maturity and diplomacy, at all levels, both in the spoken and written formats
- Promotes Tate's Dignity and Respect policy in all their activities
- Sets ambitious and measurable goals and targets for themselves and the team to achieve or exceed expected performance
- Identifies and anticipates customer expectations taking account of individual and group differences
- Actively pursues opportunities to develop or enhance personal capabilities
- Understands team dynamics and utilises each team member's specific strengths effectively
- Ensures compliance with organisational policies and procedure
- Acts on opportunities to improve efficiency
- Actively supports organisational change and continuous improvement
- Ensures the team understand their part in the business plan and vision
- Creates a culture of trust, respect and openness
- Develops strong partnerships with external stakeholders



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