

JOB DESCRIPTION

Post: Stores Assistant and Driver (Tate Britain)

Salary: £12 per hour, plus great benefits

Department: Tate Eats Stores

Reporting to: Stores Manager

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.



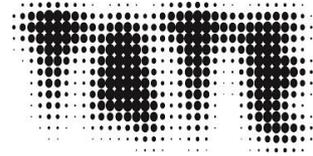
Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the Job:

To assist with all aspects of stock management for Tate Eats including; receipt, storage, issue & recording of all stock items required for day to day operations.

Main Duties and responsibilities:

- Assist with the receipt of all goods (food, beverage, consumables and equipment) at Tate Britain.
- Ordering the required level of stock, according to the needs of business. To include food, beverage, disposables and cleaning chemicals.
- Ensure that all goods received are physically checked for quality, quantity, temperature and have been invoiced at the agreed prices.
- To ensure that purchase orders are raised for all deliveries into the stores department.



- To ensure that all deliveries are recorded on the system accurately on a daily basis, with emphasis on correct quantities received and prices charged in accordance with the appropriate market sheet.
- To liaise with external suppliers to resolve all invoice queries, including delivery of incorrect products and/or incorrect prices.
- To ensure that all credit notes are received in a timely manner.
- To ensure internal orders are dispatched on the system on daily basis.
- General ad hoc duties as required.
- Ensure that temperatures for food items received are correctly recorded.
- Deliver goods received and internal orders to the relevant BOH and FOH departments.
- Keep accurate and up-to-date records of all goods received and internal orders.
- Report damaged or missing goods to Head Chefs.
- Ensure all transfer sheets are correctly processed including check on front of house (FOH).
- Assisting with inventory management via regular monthly stock counts of food, beverage, consumables and equipment stock on last day each month and inputting into system.
- Ensure all stock is stored safely and securely at correct temperatures and stock is rotated in all stores areas.
- Ensure loading bay areas including corridors and store rooms are kept clean and clear from any obstacles.
- Keep accurate and up-to-date records of stores cleaning schedule.
- Share the responsibility of driving between London sites in the van. To ensure the up-keep of the van is adhered to, which includes regular maintenance, service checks and cleaning. You must also ensure that the Company Van Policy is adhered to (if required to drive)
- Provide adequate cover of the Stores Supervisor duties in their absence.
- Perform any task pertinent to the operations as directed by a General Manager or Executive Chef and as required by the operational demands of the business.

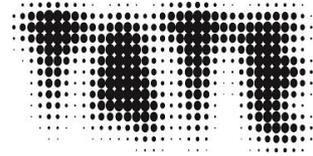
EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information about the ingredients in the food we make for Tate customers.

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



The Disability Confident Scheme

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therefore expects all of its employees to actively contribute to promote diversity as part of their role.

Person Specification

Experience and skills

Essential:

- Experience in a catering or kitchen environment or in a goods-in role which required similar duties
- Knowledge and interest in food and beverages
- Experience of working within food hygiene standards
- Experience of ordering food and beverage stock
- Knowledge of stock rotation principles
- Attention to detail and accurate record-keeping
- Fluency in spoken and written English
- Excellent communication skills, ability to communicate with staff at all levels and suppliers
- Positive, proactive and professional approach to teamwork
- Basic computer skills; working knowledge of Microsoft Office including Word, Excel and Outlook
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.

Desirable:

- Awareness of the requirements of Food Allergen Regulations
- Hold a clean driver's license, valid for use in the U.K., for at least 2 years
- At least 25 years old (to meet the requirements of the van insurance)

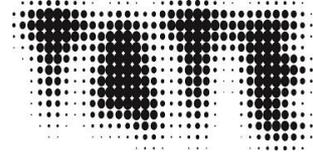
Key Competencies:

- An energetic and enthusiastic approach and willingness to contribute to the aims of Tate Eats
- Carries out role with honesty and integrity
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Recognises the importance of tailoring their communication style to get better results



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- Supports Tate's Dignity and Respect policy in all of their activities
- Has a 'can-do' attitude and shows initiative
- Contributes ideas
- Open to feedback from others



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