

## JOB DESCRIPTION

**Post:** Chef de Partie  
**Department:** Tate Catering  
**Reporting to:** Head Chef  
**Responsible for:** 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.*

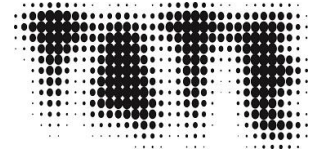


*Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.*

**Purpose of the Job:** Assist with the supervision of the kitchen ensuring smooth daily operations. Take responsibility for a section and team, providing the agreed standard of food service ensuring that all food production and operation adheres to the specified food cost percentage

### 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 and dining room staff at all times

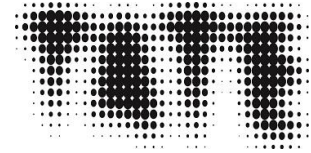


- Check all prepared mise en place and food stocks (including dry stores) are replenished as and when necessary and inform the Head Chef or Duty Sous Chef of any relevant shortages
- Confirm work with the Sous Chef and any special requirements, (including menu items and dishes), and outstanding orders 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 Head Chef or Senior duty Sous Chef immediately
- 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
- Assist with training for staff as required
- Ensure all department staff work hygienically and productively
- Assist with the training of all new staff members to the department
- Be aware of the required food cost percentages as set down by the budget and to assist in the supervising and running of the department within these guidelines all times
- 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 logged and adhered to at all times. Making sure that all health marks are collected and allocated to the right administration
- Inform Duty Sous 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
- Ensure in conjunction with your team that all section files and recipes are maintained and updated
- Maintain constant quality control of all prepared and cooked food ensuring it is to Tate Catering Standards
- Report all accidents and defects in kitchen equipment to the Head Chef or Duty Sous Chef and complete all relevant documentation



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- Assist in end of month stock takes of relevant food storage areas
- 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
- Ensure that all main cool rooms are tidy and clean at all times
- Ensure all food stuff are dated and labelled at all times
- Ensure all HACCPs procedures are followed
- Work as required by the operational demands of the business
- Deputise as Sous Chef to cover absence and support Head Chef and Sous Chef

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 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 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

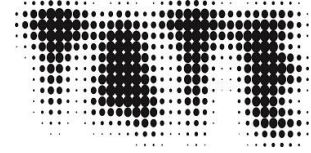
### Essential:

- Proven experience in a catering/kitchen environment as a Chef de Partie
- Comfortable with working in a pressure kitchen, whilst maintaining high standards
- Experience of Contemporary British menus
- 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
- Commercial acumen and some experience of helping to manage costs and minimise waste
- 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.
- Proven supervisory experience
- The ability to develop an individual, motivate and build a team



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- 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

### **Key Competencies**

- Takes a genuine interest in the work of others towards company goals and provides on-going support for them
- 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
- Recognises 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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