

## JOB DESCRIPTION

**Post:** Events Logistics Coordinator

**Department:** Tate Eats

**Salary:** £33,500 per annum

**Reporting to:** Events Logistics Manager

**Responsible for:** Events porters

**The Company:** *Tate Eats is unique in the cultural world, a hospitality business whose purpose supports the vision and reach of Tate in all four of its galleries. All our profits are returned to Tate championing the right to the richness of art for everyone.*

*Our business is multi-faceted, we run restaurants, cafés and bars while delivering a vast range of events from film premieres to boardroom lunches. We are though much more than that, we have a pioneering roastery setting the agenda on gender equality in the coffee supply chain. We brew beer, we blend gin, we create teas, we have a multi award-winning wine programme, we visit farms, we research and write menus in response to Tate’s diverse programme, and we collaborate with artists and curators.*

**The Department:** *Tate Events is an end-to-end events business from venue hire through to production, food and beverage, while also managing Tate’s Corporate Membership scheme. It works with a wide variety of clients from internal Tate ones to external customers who are Tate’s corporate partners and members, external businesses and private individuals.*



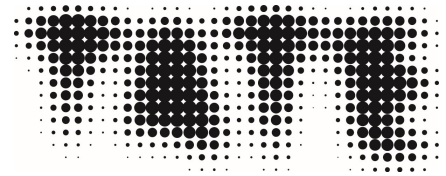
### **The Disability Confident Scheme**

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.

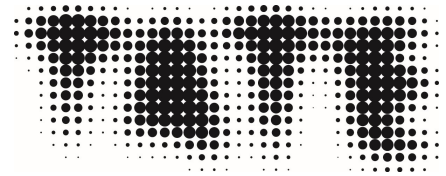
**About the role:** An operational role, acting as guardian for all Tate Events equipment and beverage stock. Supervision of agency back of house porters during events, and supervising event set up, duration and pack down. Coordination of hospitality logistics.

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

- Maintain all back of house areas clean and organised, following all security, Health and safety procedures.



- Train and monitor performance of all home team porters on back of house procedures and communicate concerns to the Events Logistics Manager.
- Maintain appropriate stock levels of disposables and cleaning products by placing orders via Adaco as needed.
- Oversee the beverage cellar including monthly stocktakes.
- Complete monthly inventory of all Tate internal equipment.
- Check all hired equipment/linen deliveries and ensure the safe return to hire companies. Submit reports for any missing or damaged equipment. Assist with placing orders as required.
- Supervise the set up and ensure the back of house areas are organised, tidy and well set out.
- Supervise all agency porters and Tate porters, acting as their main point of contact on events, and conduct briefings, walk-arounds and provide clear direction with floor plans and checklists when necessary.
- During events be responsible for the supervision of BOH dispense and clearing areas – delegating tasks including, but not limited to;
  - stock control, ensuring that bars are correct stocked prior and during the event
  - the initial set up of the areas for the front of house and back of house teams
  - the allocation of equipment to the different areas of the event- tables/ chairs/ glassware/ crockery etc
  - the delivery, handling (eg chilling of wines) and allocation of beverages to different areas of the event
  - the repacking of used crockery/ glassware etc into hired crates carefully and correctly to minimise damages and breakages
  - the return of unused beverages to the events cellar
  - the cleaning and return of Tate equipment to the correct storerooms around the building
- Work alongside the wider FOH team of Events Assistants, Supervisors and Senior Supervisors to deliver events in line with Tate Events standards and that exceed customer and clients' expectations. Act as an ambassador for Tate and Tate Eats.
- Share the responsibility of driving food, beverages and equipment between London sites in the van. You must also ensure that the Company Van Policy is adhered to.
- Ensure all areas are checked at the end of the event and that loading bays are clean, and rubbish is disposed of correctly. Where appropriate, supervise the cleaning of kitchens and BOH spaces at the end of the event
- Shared responsibility for the completion of the End of Night Supervisor Sign Off Sheet.
- Be a good communicator and logical thinker, with great problem-solving capabilities and a clear understanding of timeframes and the prioritisation of tasks. You must work well under pressure and be able to maintain a positive and proactive attitude.
- Regularly provide operational feedback to the Hospitality Management team after each event. Proactively suggest alternatives to improve methods and resources for Hospitality planning and procedures. Understand how cost control can play a part in the financial success of the department.
- Ensure all Health and Safety and Hygiene rules are being adhered to, wear any correct PPE and attend any training courses as appropriate.
- Work with the Events Logistics Manager to complete weekly orders for staff food, beverage and equipment, etc as required.
- Deputise for the Events Logistics Manager in their absence including placing equipment orders, building accurate and clear event packs for BOH teams and managing the ordering and returning of beverage stock.
- Undertake any other reasonable requests by the Management Team.



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 are required by law to be aware of all the daily allergen information, given to your Manager by the Senior Head Chef and Supervising Chef and communicate this to customers, upon request.

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

## **Person Specification**

### **Experience, skills and competencies:**

- Passionate about delivering world class events in unique and challenging environments.
- Hold a valid UK Driver's Licence, clean for the last 2 years, and is at least 21 years old, to meet the requirements of the van insurance.
- Fluent in written and spoken English. Strong communicator both verbal & written.
- Experience of supervising a team and able to delegate.
- Proven experience in a Catering or Kitchen environment in a supervisor role which required similar duties.
- Awareness of Health and Safety, Manual Handling, Food Allergen Regulations
- An understanding of stocktaking, transfers & stock management practices.
- Ability to anticipate problems leading up to and during an event. Excellent problems solving and practical skills.
- Ability to multi-task and prioritise tasks, self-motivate and thrive in a high-pressured environment.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Be a positive role model for Events Assistants, Events Porters and agency staff and always convey a professional attitude and appearance.
- Demonstrate a flexible, pro-active approach and willingness to operate wherever help is needed.
- Excellent timekeeping, attendance and punctuality.
- An interest in the aims, services and products of Tate Events.
- Carries out role with honesty and integrity.
- Able to engage with people from all levels and backgrounds
- Supports Tate's Dignity and Respect policy in all their activities
- Has a positive and proactive attitude
- Shows engagement and provides solutions and ideas
- Open to feedback from others