

JOB DESCRIPTION

Post: Senior Head Chef, Events

Department: Events and Corporate Membership

Reporting to: Director, Events and Corporate Membership & Executive Chef

Responsible for: Senior Sous Chef, Sous Chefs

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 Disability Confident Scheme:



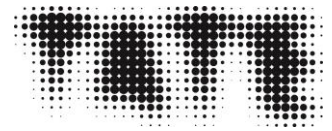
Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

About the Role:

The Head Chef, Events at Tate is responsible for overseeing the events kitchen across the two galleries in London. This role involves curating exceptional menus to the highest standards, ensuring a memorable culinary experience for clients and their guests. From prestigious film premieres to boardroom lunches, the Head Chef leads the preparation and execution of events that cater to a wide range of occasions, delivering a top-tier dining experience that reflects the cultural significance of the Tate galleries.

Main duties and responsibilities:

- Responsible for the day to day running of the Events kitchen operation
- Supervise all chef team 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
- Lead and be responsible for all menu creation for Tate Entertaining.



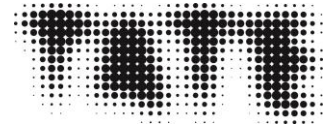
- Liaise and co-operate effectively with all other associated members of staff in relation to all aspects of the production and service of food.
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors, including benchmarking.
- Follow the Tate Eats Sustainability policy when ordering and preparing food.
- Supervise the compilation of kitchen rosters and employee time sheets, organize workload distribution across sections, and ensure effective staffing, including arranging adequate cover during days off, holidays, and absences.
- Assist in receiving food and supplies, ensuring items meet specifications, and rejecting or returning damaged or incorrect products.
- Run daily briefing meetings with all kitchen team to brief on the day's activities, menus and events.
- Be client-facing in selling and delivering events, including attending tastings, presenting menus, and ensuring client satisfaction during events.
- Ensure effective communication with employees at all levels, both verbally and in writing, and hold weekly meetings with Heads of Department and or Executive to discuss business, opportunities, and operational requirements.
- Keep up to date with all administration and develop systems that ensure efficiency and accuracy, this will require computer skills, MS Office: Word, Excel.
- Fulfil any other tasks required by the management and executive team.

Financial:

- Responsible for controlling all Events BOH costs. This includes responsibility for controlling costs relating to staff and recruitment and all direct and indirect costs relating to sales (food, equipment etc.)
- Monitor food production, to ensure budgeted food gross profit is maximized and food wastage is minimized.
- Compile and Manage budgets.
- Utilise financial information to inform decision-making.
- Responsible for monthly stock take.
- Monitor suppliers to ensure that all returns to Tate Entertaining are maximised and high quality is maintained.

Health & Safety:

- Be responsible for ensuring strict adherence to health and safety protocols in the kitchen, including maintaining a safe and hygienic workspace, enforcing food safety regulations such as HACCP, proper ingredient handling, storage, and equipment safety. Train the kitchen team on safety procedures, conduct risk assessments, and ensure compliance with health and safety laws, including allergen management. Ensure allergen information is accurately recorded and communicated daily, monitor food temperature controls, log health marks, and ensure all food is dated and labelled. Promote safe equipment use, record accidents or equipment defects, and ensure HACCP procedures are consistently followed.



People Management:

- Manage and lead the chef team, ensuring they understand their tasks, receive relevant training, and are equipped to complete their duties without disrupting operations.
- Oversee performance, punctuality, and development reviews, handle recruitment in line with company procedures, and ensure fair and transparent disciplinary actions when necessary.
- Foster a professional and positive work environment, encouraging the team to uphold the reputation of Tate Entertaining, while actively promoting diversity and inclusion as part of the company's commitment to its "Tate for All" strategy.
- Supervise the training and induction of new staff.

Experience, skills and competencies

Essential:

- Proven success in delivering high standards of hospitality and event catering.
- Passion for food with a solid understanding of British produce, seasonality, and artisan suppliers.
- Awareness of modern trends across the industry.
- Experienced in menu composition from concept to successful delivery, both culinary and financially.
- Strong coaching and communication skills, with the ability to engage colleagues, stakeholders, suppliers, and customers.
- Committed to equality, diversity, and creating an inclusive team culture.
- Skilled in performance management, training, and motivating teams.
- Effective time management, multi-tasking, and adaptability in a fast-paced environment.
- Proficient in Outlook, Word, Excel, costing, and stock management software (e.g., Fourth Adaco).
- Flexible work schedule with availability for weekends, evenings, and peak seasons.
- Knowledge of health & safety, food hygiene, and HACCP, with Level 3 Food Hygiene certification.
- Strong financial acumen, including budget management, costing, stock control, and menu planning.
- Ability to work under pressure while maintaining professionalism and enthusiasm.
- Proactive, confident, and presentable when interacting with clients, confidently presenting and discussing menus and dishes to meet their expectations.

Desirable:

- Hold Food safety certificate Level 4
- Experience of visitor attractions and/or cultural organisations.
- Experience of Fourth, Adaco or Nutritics