

## JOB DESCRIPTION

**Post:** Relief Chef

**Department:** Tate Eats, St Ives

**Reporting to:** Café & Events Manager and Café & Events Chef Assistant Manager

**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.*



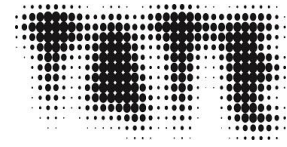
### **The Disability Confident Scheme**

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:** Assist with the supervision of the kitchen in the absence of the Café and Events Chef Assistant Manager ensuring smooth daily operations in this fast-paced customer facing catering environment. Take responsibility for the kitchen and team, providing exceptional standard of food service always.

### **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
- Always assist with the smooth and efficient service and production of food from the department by working and liaising with other departments and FOH staff
- Check all prepared mise en place and food stocks (including dry stores) are replenished as and when necessary and inform the Duty Chef/ Manager of any relevant shortages.

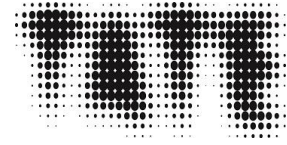


- Confirm work with the Chef manager and any special requirements, (including menu items and dishes), and outstanding orders of relevant work tasks required from kitchen sections
- Make yourself aware and notify all kitchen staff of all menu changes, specialities, event menus and changes to standards 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 to the duty chef/manager
- 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
- 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
- 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 always logged and adhered to. Making sure that all health marks are collected and allocated to the right administration
- Inform Duty Chef/Manager 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 Duty Chef/manager and complete all relevant documentation
- Assist in end of month stock takes of relevant food storage areas
- Ensure all work areas of the kitchen, dry stores and refrigeration are always maintained in a clean and hygienic condition and especially after your shift has finished
- Ensure that all main cool rooms are always tidy and clean
- Ensure all food stuff are always dated and labelled
- Ensure all HACCPs procedures are followed
- Work as required by the operational demands of the business
- Deputise as in the absence of the Café and events assistant manager



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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 daily, 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 its employees to actively contribute to promote diversity as part of their role

### Experience, skills and competencies

- Proven experience in a catering/kitchen environment as a Chef de Partie
- 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
- Proven supervisory experience.
- The ability to develop an individual, motivate and build a team
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- 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.
- Professional attitude and appearance at all times
- Demonstrates a flexible, pro-active approach and willingness to operate wherever help is needed
- Availability to work on a rotational basis, including weekends and some evenings
- Ability to spend your shift on your feet
- Prompt timekeeping and good time management
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to Tate
- Open to feedback from others



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