

## JOB DESCRIPTION

**Post:** Catering Stores Assistant

**Department:** Tate Eats

**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.*

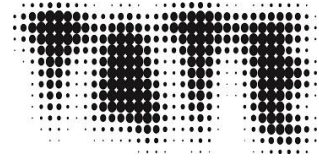


*Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme*

**Purpose of the Job:** Assist the Stores Manager with all the Goods and Beverages received for Tate Eats. Ensure accurate record-keeping of purchases ordered and received.

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

- Assist the Stores Manager and Supervisor with all the Goods and Beverages received for Tate Eats at both London sites
- Ensure that all goods received are checked for quality, quantity, temperature and have been invoiced at the agreed prices
- Keep accurate and up-to-date records of all purchases (ordered and received) on spreadsheet
- Ensure all transfer sheets are correctly processed including check on front of house (FOH)
- Ensure all stock is stored safely and securely at correct temperatures and stock is rotated in all back of house (BOH) and FOH areas



- Ensure all BOH areas including corridors and store rooms are kept clean and clear from any obstacles
- Aid the Stores Manager with the receiving and storage of laundry
- Share the responsibility of driving between London sites in the van. To ensure the up-keep of the van is adhered to, which includes organising regular maintenance and service checks. You must also ensure that the Company Van Policy is adhered to.
- Provide adequate cover of the Store Manager's duties in their absence.
- Perform any task pertinent to the operations as directed by General Manager or Supervising Chef and as required by 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.

- 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 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 and skills

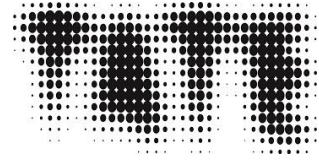
#### Essential:

- Proven experience in a Catering or Kitchen environment in a Goods-in role which required similar duties
- Knowledge of 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



#### **The Disability Confident Scheme**

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- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Basic computer skills; working knowledge of Microsoft Office including Word, Excel and Outlook

#### **Desirable:**

- Awareness of the requirements of Food Allergen Regulations

#### **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
- 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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