



## JOB DESCRIPTION

**Post:** Events Porter

**Department:** Corporate Events & Membership, Tate Eats

**Reporting to:** Events Logistics 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 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.

**Purpose of the Job:** An operational role, acting as guardian for all Tate Events equipment and beverage stock. Assist with all elements of event prep, set up, duration and pack down. Transport goods between London sites (Tate Modern / Tate Britain) as needed. **Please note: this is an operational role that will involve some unsociable hours including weekday morning and evenings on a rotational basis.**

### Main Duties and responsibilities:

- Prepare all Tate equipment and safely move equipment to the correct event space in good time.



- Check all hired equipment/linen deliveries and ensure the safe return to hire companies. Submit reports for any missing or damaged equipment.
- Ensure beverage, disposables and cleaning product deliveries are checked for accuracy.
- Ensure all event BOH areas are organised, tidy and well set out.
- During events be responsible for the BOH dispense and clearing areas - including, but not limited to;
  - 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
- 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 night and that loading bays are clean, and rubbish is disposed of correctly. Where appropriate, undertake cleaning of kitchens and BOH spaces at the end of the night.
- Work operationally 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.
- 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 constructive operational feedback to the Management team after each event.
- Ensure all Health and Safety and Hygiene rules are being adhered to, wear any correct PPE and attend any training courses as appropriate.
- Undertake any other reasonable requests by the Hospitality 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



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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

#### Essential:

- Passionate about delivering world class events in unique and challenging environments.
- Fluent in written and spoken English. Strong communicator both verbal & written.
- Proven experience in a Catering or Kitchen environment in a technical porter role which required similar duties.
- Awareness of Manual Handling best practice.
- Ability to spend your shift on your feet and lift weights of up to 15kg.
- An understanding of stocktaking, transfers & stock management practices.
- Ability to anticipate problems leading up to and during an event.
- 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, agency porters and waitstaff 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.
- Open to feedback from others
- An interest in the aims, services and products of Tate Events.

#### Desirable:

- Awareness of the requirements of Food Allergen Regulations
- Previous events within a museum or art gallery
- 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. Applicants under the age of 21 may still be considered on a case-by-case basis subject to the insurers.



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