

JOB DESCRIPTION

Post: Events Chef Manager

Department: Tate Eats

Reporting to: Events Senior Head Chef

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.

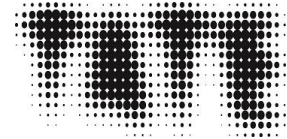


Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the Job: Support the kitchen administration in the absence of the Senior Head Chef, Senior Sous Chefs or Sous Chef ensuring smooth running of the daily operations. Whilst also providing support for the overall achievement of organisational goals by effectively producing exceptional food quality, consistency and service.

Main Duties and responsibilities:

- Supervise all staff members on the agreed standard of food service and preparation whilst you are on duty, ensuring that all food production adheres to the standardised food recipes.
- Liaise and co-operate effectively with all other associated members of staff in relation to all aspects of the production and service of food
- Assist the Senior Head Chef in the suitable and adequate training of all staff within the department
- Ensure all required food safety requirements and standards are adhered to and maintained at all times.
- Ensure all required Health & Safety regulations and standards are maintained and adhered to at all times, and including all Health marks are collected and allocated to correct administration file.

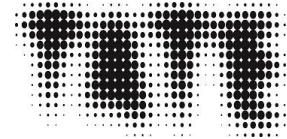


- Maintain and promote the safe use of the kitchen, its equipment and building under the Health and Safety at work acts, hygiene and any other regulations.
- Ensure that the kitchen is a safe environment and that all maintenance issues are reported to the correct person and followed up / resolved.
- Help to ensure that all stocks are ordered to the correct quantities, quality and price according to the market list, for the events under your control.
- Aware of all relevant food suppliers and their products and help place orders accordingly as and when required due to business demands
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors.
- Regular benchmarking against our competitors and having a great awareness of our customer's needs.
- Assist Event Planners with management of the Tate Entertaining inbox
- Ensure there is clear communication between the FOH events team and events chefs at all times, including responding to telephone and email enquires in a timely manner.
- Assist Event Planners to deliver the Tate Entertaining menu timelines and associated processes. (Menu packs, "Steve", Web-updates)
- Deliver the required administration for weekly deadlines and department meetings.
- Attend meetings as requested and take meeting notes if required.
- Perform weekly/monthly price comparisons with suppliers ensuring all stock movement is controlled and accounted for by means of transfers.
- Effectively cost all menu items using the Stock link system, and follow all recipes to achieve a high standard of food and to be cost effective.
- Confirm with the Head Chefs and Sous Chefs any special dietary requirements, and order accordingly as and when required due to business demands.
- Assist and supervise the compiling of daily and other relevant menus as required by the business.
- Assist in the smooth and efficient service and production of food from the department by working and liaising with other departments and restaurant staff at all times.
- Make yourself aware and notify all kitchen staff of all menu changes, specialities, function menus and changes to standards prior to the commencement of service times.
- Assist with the effective, fair and transparent recruitment, following company Recruitment Procedure.
- Report any problems relating to the smooth operating of events, the events staff or non-compliance from another section of the department immediately to the Senior Head Chef.
- Make yourself aware of all administrative documentation including requisitions and internal transfers relevant to the department's accountability.



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 Symbol.



- Assist with and at times supervise the compiling of the month end stock take of all relevant food storage areas.
- Assist with and at times supervise the compiling of the kitchen rosters and employee timesheets.
- Report all accidents and any defects of the kitchen equipment to the Senior Head Chef and complete all the relevant documentation.
- Ensure changing areas are kept free from dirty uniforms in conjunction with head porters and to ensure locker key numbers are updated and policed.
- Assist in the daily procedure of receiving food and related supplies to the kitchen, rejecting and returning as and when necessary, items that are not to the specifications or ordered or are damaged.
- Ensure all HACCPs procedures are followed.
- Ensure that staffing levels are correct and to agreed standards and are not exceeded without prior consultation.
- Ensure that kitchen rotas are operating to agreed manpower/productivity ratios as agreed with the Senior Head Chef.
- Ensure that staff under your responsibility have a thorough understanding and comply with all company policies and procedures.
- Assist where necessary with staff appraisals.
- Liaise with the People Team to ensure fair and equitable discipline in compliance with company policies and procedures.
- Ensure that the Senior Head Chef / HR Manager are consulted in regards to any disciplinary, grievance or employee relations matter as soon as they arise and prior to any action being taken.
- Maintain high standards of morale and personal appearance of all staff.
- Ensure that a high degree of interest in self-development is maintained, and display this by making suggestions for realistic improvements throughout the business.
- Work as required by the operational demands of the business.

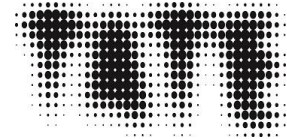
The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information on a daily basis, in conjunction with the Senior Head Chef and the sous 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 of its employees to actively contribute to promote diversity as part of their role



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 Symbol.



Person Qualities

Essential:

- Significant experience in a catering or kitchen environment ideally within the event industry
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues, suppliers and a diverse customer base
- understanding of culinary terms and cooking methods
- Demonstrable ability to manage performance, deliver training and develop a cohesive team of more than 10 staff
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Exceptional customer service skills, demonstrating a professional attitude and appearance at all times
- Possess a wide array of recipes and have experience of Contemporary British menus
- Excellent knowledge of food and current trends and a passion for developing the offer
- Excellent knowledge of health & safety and food hygiene regulations and policies
- Ensure allergen information is being recorded and communicated accurately on a daily basis
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- A high level of commercial acumen and experience of managing costs, with previous responsibility for ordering, stocktaking and wages
- Working knowledge of Microsoft Office including Word, Excel and Outlook
- Flexible with working hours, available to work early mornings, late nights and weekends, on a rota basis
- Pro-active and reliable, willing to work when and as required by the operational demands of the business

Desirable:

- Experience of visitor attractions and/or cultural organisations
- Experience event catering in a gallery or museum environment
- Have a high understanding of culinary terms and cooking methods

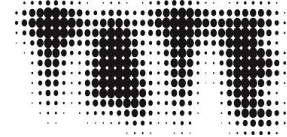
Key Competencies

- An enthusiastic approach and willingness to contribute to the development of the Tate Eats as well as the wider aims of Tate.



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 Symbol.



- Demonstrates flexibility with working hours and place of work, as the business requires
- Demonstrates flexibility in approach to the role to ensure that duties are properly performed and to meet the organisational demands of the business. This flexibility includes adapting business needs at short notice
- Strives to maintain a positive atmosphere in challenging situations
- Constantly seeks ways to build on team work in widest sense across Tate departments
- An ability to communicate confidently with maturity and diplomacy, at all levels, both in the spoken and written formats
- Promotes Tate's Dignity and Respect policy in all their activities
- Sets ambitious and measurable goals and targets for themselves and the team to achieve or exceed expected performance
- Identifies and anticipates customer expectations taking account of individual and group differences
- Recognises the importance of tailoring their communication style to get better results
- Open to feedback from others
- Actively pursues opportunities to develop or enhance personal capabilities
- Understands team dynamics and utilises each team member's specific strengths effectively
- Ensures compliance with organisational policies and procedure
- Acts on opportunities to improve efficiency
- Actively supports organisational change and continuous improvement
- Ensures the team understand their part in the business plan and vision
- Creates a culture of trust, respect and openness
- Develops strong partnerships with external stakeholders



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 Symbol.