



JOB DESCRIPTION

Post: Stores Assistant

Department: Tate Eats

Reporting to: Stores 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.



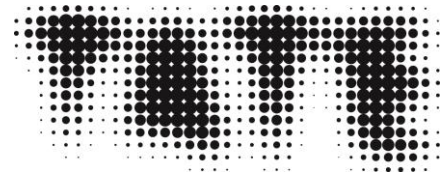
The Disability Confident Scheme

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.

Purpose of the Job: To assist with all aspects of stock management for Tate Eats including receipt, storage, issue & recording of all stock items required for day-to-day operations.

Main Duties and responsibilities:

- Assist with the receipt of all goods (food, beverage, consumables and equipment) at both London sites
- Ensure that all goods received are physically checked for quality, quantity, temperature and have been invoiced at the agreed prices.
- Ensure that temperatures for food items received are correctly recorded.
- Deliver goods received and internal orders to the relevant BOH and FOH departments.
- Keep accurate and up-to-date records of all goods received and internal orders.
- Report damaged or missing goods to Stores Manager.
- Ensure all transfer sheets are correctly processed including check on front of house (FOH).



- Assisting with inventory management via regular monthly stock counts of food, beverage, consumables and equipment stock on last day each month.
- Ensure all stock is stored safely and securely at correct temperatures and stock is rotated in all stores areas.
- Ensure loading bay areas including corridors and store rooms are kept clean and clear of any obstacles.
- Keep accurate and up-to-date records of stores cleaning schedule.
- Perform any task pertinent to the operations 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 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 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:

- Knowledge of and interest in food and beverages.
- Experience of working within food hygiene standards.
- Knowledge of stock rotation principles.
- Fluency in spoken and written English
- Basic computer skills; working knowledge of Microsoft Office including Outlook
- Excellent attention to detail and accurate record keeping
- Excellent communication skills, demonstrating the ability to communicate effectively and positively with all colleagues and with a diverse customer base
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- Professional attitude and appearance at all times
- Ability to work to deadlines and prioritise multiple responsibilities.
- Ability to work effectively when unsupervised.
- Demonstrates a flexible, pro-active approach and willingness to operate wherever help is needed
- 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.



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