

## JOB DESCRIPTION

**Job title:** Senior Sous Chef, Events  
**Department:** Events and Corporate Membership  
**Reporting to:** Events Head Chef  
**Responsible for:** Sous Chefs, Junior Chefs, Agency Chefs

**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.*

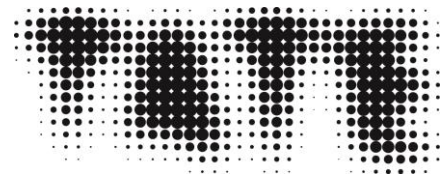


*Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.*

**Purpose of the Job:** The Senior Sous Chef supports the Events Head Chef in managing the Events kitchen across both London galleries. This role ensures smooth daily operations and high-quality food for events, from film premieres to boardroom lunches, reflecting the cultural prestige of Tate.

### Main duties and responsibilities:

- Support the daily running of the Events kitchen across Tate's London galleries.
- Supervise junior chefs to maintain agreed food standards, preparation quality, and cost control.
- Assist the Head Chef with menu development to ensure offerings are seasonal, innovative, and competitive.
- Ensure consistent food quality aligned with Tate Eats' sustainability policy.
- Communicate and collaborate effectively with all relevant staff.
- In the Head Chef's absence, manage rotas, timesheets, staff cover, and workload distribution.
- Oversee deliveries, checking for quality and rejecting incorrect or damaged items.
- Lead daily briefings to communicate menus, tasks, and event details.
- Attend client tastings, present menus, and ensure client satisfaction during events.
- Maintain efficient kitchen admin systems (Word, Excel) and attend weekly interdepartmental meetings.



## **Financial:**

- Assist with managing BOH costs, including staffing, food, and equipment.
- Monitor food production to maximise gross profit and minimise waste.
- Use financial data to inform decisions and support monthly stock takes.
- Help manage supplier relationships to maintain quality and optimise returns.

## **Health & Safety:**

- Ensure compliance with health and safety standards, including HACCP, allergen management, and hygiene protocols
- Monitor and log food temperatures, expiry dates, labelling, and health checks.
- Promote safe use of kitchen equipment and report any accidents or defects.
- Maintain accurate safety and allergen documentation.

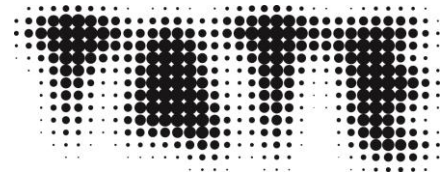
## **People Management**

- Assist the Head Chef in supervising, training, and supporting the kitchen team.
- Help with recruitment, performance reviews, and disciplinary procedures.
- Promote a positive, inclusive work environment and uphold departmental standards.
- Support the training and induction of new staff.

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 Executive Chef and Group Senior Head Chef and communicate this to customers, upon request.

## **Person Qualities**

- Proven track record in high-quality hospitality and event catering.
- Passionate about food, with strong knowledge of British produce, seasonality, and artisan suppliers.
- Aware of industry trends and experienced in full menu development—from concept to delivery
- Committed to diversity, inclusion, and team collaboration.
- Skilled in team management, training, and motivation.
- Strong time management and adaptability in fast-paced environments.
- Proficient in MS Office and catering software (e.g., Fourth Adaco).
- Flexible availability, including evenings, weekends, and peak periods.
- Knowledgeable in health & safety, food hygiene (Level 2), and HACCP.
- Financially literate with experience in budgeting, costing, and stock control.
- Professional under pressure, with strong client-facing and presentation skills.



- Excellent communicator, respectful and inclusive in team settings.
- Positive, proactive, and aligned with Tate Eats' mission and values.

**Desirable:**

- Food Safety Level 3 certificate or above.
- Experience of visitor attractions and/or cultural organisations.
- Experience of Fourth, Adaco or Nutritics