

JOB DESCRIPTION

Post: Senior Sous Chef

Department: Tate Eats

Reporting to: Head Chef

Responsible for: Sous chefs, Sous Chefs, Senior Chef de Parties, Chef de Parties, Demi Chefs, Commis 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.

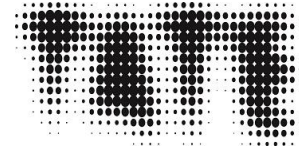


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Purpose of the Job: Supervise the kitchen effectively in the absence of the Head Chef or Group senior Head Chef, ensuring smooth running of the daily operations. Also provide support to the Head Chef or Senior Head Chef in the overall achievement of organisational goals and exceptional food quality, consistency and service. Assist with any ad-hoc events at Tate galleries.

Main Duties and responsibilities:

- Supervise all staff members in the agreed standard of food service and preparation during the hours whilst you are on duty ensuring that all food production and operation adheres to the specified food cost.
- Liaise and co-operate effectively with all other associated members of staff in relation to all aspects of the production and service of food.
- Supervise all staff members by checking the prepared mis en place and food stocks (including dry stores) and replenish as necessary by informing the Senior Head chef, Sous and Chef de Parties of any relevant shortages.

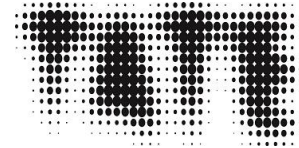


- Supervise and assist all members of the kitchen staff in the preparation of all food mis en place ensuring all necessary work is completed prior to the service commencement times.
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors.
- Regular benchmarking against our competitors and having a great awareness of our customers' needs.
- Assist and supervise the compiling of daily and other relevant menus as and when required.
- Control wastage by maintaining the correct stock levels and rotation from dry stores and refrigeration and avoid over production of food mis en place.
- Supervise and assist in the smooth and efficient service and production of food from the department by working and liaising with other departments and dining room staff at all times
- Assist in the prevention of pilferage from the dry stores, refrigeration and other food storage areas within the department, by keeping all areas locked, and relevant keys safe where necessary.
- 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.
- Report any problems relating to the smooth operating of staff within the sections, or of the non-co-operation from another section of the department immediately to the Senior Head Chef.
- Supervise the compiling of the kitchen rosters and employees time sheets. Organising the workload accordingly between the sections of the kitchen, and ensuring the kitchen is effectively manned at all times.
- 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 work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition at all times and especially after your shift has finished.
- Remain on duty until the day's work has finished ensuring that the entire department is locked and secure.
- Chair daily morning meetings with all senior supervisory staff to brief on the day's activities, menus and events.
- Chair daily briefing sessions with the dining room staff to inform them of menus, specials, shortages and timing schedules for functions.
- Operate the pass service of food from kitchen to restaurant liaising with the dining room staff and ensuring the food is to the standard required.
- Responsible for ensuring adequate cover on your days-off, holidays and absence.



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- Fulfil any other tasks / duties required by the Senior Head Chef /Operations Manager or other member of senior management and Executive Chef

Financial & Ordering

- Ensure all orders are placed on the Fourth Adaco system, all transfers are closed off, weekly, monthly. Stocktakes are inputted within the monthly deadlines (set by Finance Director), all recipes are accurately inputted and prices updated.
- Responsibility for the weekly order sheets working with suppliers and Sous Chefs to ensure that we are always using the best possible ingredients at the best possible prices whilst maintaining our purchasing policy detailed in our business objectives.
- Confirm with the Chef de Parties and Sous Chefs any special requirements, (including dry stores) and order accordingly as and when required due to business demands.
- Responsible for managing the control of the food costs within budgets and keeping adequate stock levels of food and supplies.
- Effectively cost all menu items and follow all recipes to achieve a high quality of food and to be cost effective.
- Aware of the required food cost percentage as set down in the budget and to assist in supervising and running of the department within these guidelines at all times.
- Manage the wage costs of the kitchen team, including managing their holiday dates and rota days off, ensuring that the staffing rota meets the operational needs of the business within the staffing budget.
- Responsible for managing the costs of all non-consumable items purchased by the stores.
- Provide monthly reports of all costs as a percentage of sales in order to monitor and reduce these costs in line with budget. This includes all maintenance of the equipment and pest control.

Health & Safety

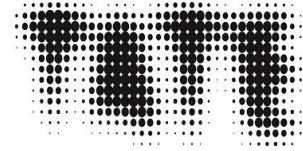
- Ensure all relevant food controls and correct temperatures are logged and adhered to at all times including all Health marks are collected and allocated to correct administration file.
- Promote the safe use of the kitchen, its equipment and building under the Health and Safety at work acts, hygiene and any other regulations.
- Ensure all accidents and any defects of the kitchen equipment are recorded and acted upon appropriately.
- Ensure all food stuff are dated and labelled at all times.
- Ensure all HACCPs procedures are followed.
- Ensure allergen information is being recorded and communicated accurately on a daily basis.

People Management



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- Supervise the training of all new staff members to the department in the standards required by the kitchen, including the employee's induction.
- Manage and lead the team of chefs ensuring that senior chefs understand their required daily tasks; provide kitchen supervision during all hours of trading; are offered relevant training and are provided with the tools and equipment required to complete their tasks; understand the importance, urgency and priority of each task and that they are given the correct meal/refreshment breaks, rest breaks between shifts and rota days-off, without disrupting the kitchen operation.
- Manage the performance and punctuality of each senior chef including completing staff performance and development reviews (including probationary performance reviews and personal development reviews) and disciplinary procedures (where necessary)
- Responsible for effective, fair and transparent recruitment, following company Recruitment Procedure

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

Experience, skills and competencies

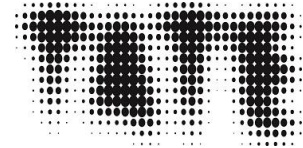
Essential:

- Significant experience in a catering or kitchen environment as a Sous Chef or Head Chef.
- Comfortable with working at pace in a pressured kitchen, whilst maintaining high standards
- 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 and commitment to health & safety, allergens and food hygiene regulations and policies
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues, suppliers and a diverse customer base.



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- Demonstrable ability to manage performance, deliver training, motivate and develop a cohesive team.
- Experience of creating a working environment that encourages equality, diversity and inclusion and the ability to create an inclusive, respectful culture within a team.
- 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.
- 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
- Demonstrates flexibility with working hours and place of work, as the business requires.
- Pro-active and reliable, willing to work when and as required by the operational demands of the business.
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to Tate.

Desirable:

- Experience of working with Adaco or a similar costing system.
- Hold Food safety certificate Level 3 or above.
- Experience of visitor attractions and/or cultural organisations.



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