

JOB DESCRIPTION

Post: Events Head Pastry Chef

Department: Tate Eats

Reporting to: Events Executive Head Chef

Responsible for: Any additional pastry chef and 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.

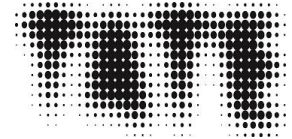


Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the Job: Oversee the pastry section to ensure the smooth running of daily operations. Work closely with the Executive Chef and Head Chef to deliver an industry-leading service. Play a key leadership role in supporting the team to achieve organisational goals, while maintaining exceptional food quality, consistency, and service.

Main Duties and responsibilities

- Support and supervise pastry team members during your shift, ensuring food preparation and service meet agreed presentation standards and follow recipes.
- Working with the Executive Chef and Head Chef, maintain good communication with other kitchen teams to help deliver a smooth and efficient service.
- Assist the Executive Chef and Head Chef in providing training and guidance to team members, helping to build skills and confidence across the department.
- Help maintain high food safety standards by ensuring all relevant procedures are followed consistently.
- Support a safe and hygienic working environment by following Health & Safety regulations and making sure necessary documentation, like health marks are completed and stored correctly.
- Encourage safe and proper use of kitchen equipment and ensure the kitchen area is kept in line with relevant health and hygiene regulations.
- Keep up to date with approved suppliers and their product range.
- Help manage stock by ordering ingredients in the right quantities and quality, keeping in mind budget and menu requirements.



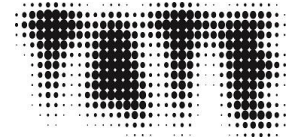
- Support waste reduction by managing stock rotation and planning production according to service requirements.
- Contribute to maintaining a consistent and high-quality food offering that is seasonal, creative, and aligned with current trends.
- Regularly check in with the Executive Chef to review competitor offerings and better understand guest expectations.
- Accurately cost menu items using Adaco, our stock management system, following recipes to ensure quality and cost-efficiency.
- Communicate any special dietary requirements to the wider team and help ensure appropriate ingredients are ordered and prepared.
- Help keep storage areas secure and organised, making sure keys are stored safely when needed.
- Share updates with the team on menu changes, specials, or event-specific dishes ahead of service.
- Raise any issues that may affect operations or team dynamics with the Head Chef in a timely and constructive way.
- Organise tasks within the section to meet prep and service timelines, ensuring the team is effectively supported throughout.
- Report any equipment issues or accidents to the Executive Chef and assist with completing the necessary documentation.
- Help with the daily receiving of supplies, checking for quality and returning anything that doesn't meet expectations.
- Ensure all food is correctly labelled and dated in line with food safety practices.
- Follow all HACCP procedures to maintain a safe and compliant kitchen environment.

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 daily, in conjunction with the Senior Head Chef and Supervising 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 its employees to actively contribute to promote diversity as part of their role

Managing the Operation

- Ensure that the kitchen is a safe environment and that all maintenance issues are reported to the correct person and followed up / resolved.
- Delivery of agreed objectives to agreed deadlines.
- Follow H&S and Food Safety guidelines as set out by the Company.
- Ensure that profit margins are maintained, and agreed costs are not exceeded through effective use of control systems.
- Ensure that staff under your responsibility have a thorough understanding and comply with all company policies and procedures.
- Develop new recipes and menu items in conjunction with the Executive Head Chef through researching and learning.



Managing the Team

- Supervise the training of all new staff members to your team in the standards required by the kitchen, including the employee's induction.
- Supervise and assist all members of the kitchen staff in the preparation of all food mise-en-place in-line with the needs of the business, to ensure all necessary work is completed prior to the start of service.
- Ensure that staffing levels are correct and to agreed standards and are not exceeded without prior consultation.
- Ensure that a high degree of interest in self-development is maintained, and display this by making suggestions for realistic improvements throughout the business.

Person Qualities

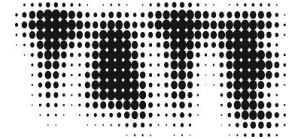
Essential:

- Significant experience in a catering or kitchen environment as a Pastry Chef with a minimum of three AA Rosette Standard
- Comfortable with working in a pressure kitchen, whilst maintaining high standards
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues.
- 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.
- 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 daily
- Effective time management skills, ability to multi-task well, and adaptability to changing conditions of the business
- 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:

- Level 3 food health and safety
- Computer skills to include Microsoft, Excel, word, Outlook
- Strong pastry background

Key Competencies



- An enthusiastic approach and willingness to contribute to the development of the Tate Eats as well as the wider aims of Tate.
- 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 to business needs at short notice.
- Strives to maintain a positive atmosphere in challenging situations.
- Constantly seeks ways to build on teamwork in widest sense across Tate departments
- An ability to communicate confidently with maturity and diplomacy, at all levels, both in 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.
- 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