

JOB DESCRIPTION

Job title: Kitchen Operations Assistant
Department: Tate Eats
Reporting to: Executive Chef - Restaurants & Retail
Working with: Chefs, General Managers and Stores Team

Who we are:

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.



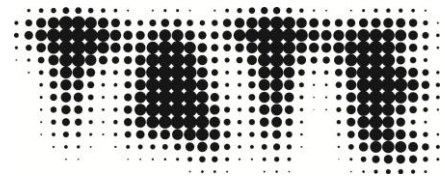
The Disability Confident Scheme

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.

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

About the role:

The Kitchen Operations Assistant keeps our kitchen operations running smoothly by providing essential administrative and commercial support.



You'll maintain supplier information, review pricing to ensure we're getting the best value, and check sourcing and sustainability credentials to meet our high standards. You'll keep our stock system accurate, ensuring pricing, GP reporting and business performance data are always up to date.

You'll also support kitchen recruitment by posting vacancies, managing applications and assisting the hiring process.

Working across Kitchen and Front of House for Tate Britain, Tate Modern, Tate Liverpool, and Tate St Ives, you'll be confident using systems, highly organised and understand the demands of a busy hospitality environment. Knowledge of suppliers, food safety and allergen legislation will help you succeed in this role.

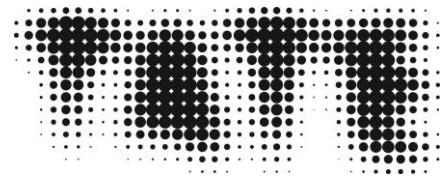
Main duties and responsibilities:

- Upload and maintain current supplier pricing within the system
- Ensure all Adaco templates are regularly updated and accurate
- Distribute product forms to suppliers and coordinate the collection of quotes
- Review stock variances in collaboration with Executive Chefs and General Managers
- Maintain and update inventory guides to ensure accuracy and consistency across the business
- Ensure product data, recipes, allergens, and nutritional information are accurately entered and maintained across systems including Adaco and Tevalis.
- Support the development and maintenance of accurate and complete recipe costings.
- Generate routine and ad-hoc reports to support with informing decisions around menu development and analyse operational performance.
- Work with Executive Chefs on supplier sourcing to streamline our suppliers and maximise purchasing power.
- Review sustainability credentials of suppliers and ensure they sit within the framework set for the business.
- Highlight discrepancies or data issues proactively and coordinate resolution with relevant teams.
- Work closely with chefs, general managers, finance, and leadership teams to ensure information needs are met and future reporting requirements are planned for.
- Contribute to continuous improvement of data systems
- Support hiring managers throughout the recruitment cycle, ensuring vacancies are filled efficiently and in line with operational requirements. Including job advertising, application management, candidate screening, interview scheduling, and offer administration.
- Support with the maintenance and upkeep of the kitchen equipment and facilities. Implementing a system to ensure issues are logged, tracked and resolved in a timely fashion.
- Carry out any other task that may be requested of you to support the success of the business.



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.



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.

Who you are:

- Experience working in hospitality, with an understanding of kitchens, bars, and service environments
- Experience with stock control, menu management, or procurement systems
- Familiarity with allergen and nutritional data requirements in hospitality
- Commercial mindset and interest in using data to improve operational performance
- Proven ability in data entry, reporting, and system accuracy
- Proficient in Microsoft Office, particularly Excel, and experienced in working with hospitality platforms (e.g. Fourth, Adaco, Nutritics, Tevalis, Kitchen Cut, Menu Guide, SAP)
- Strong communication skills — able to build trust and work effectively across multiple teams
- Ability to prioritise and manage multiple tasks in a fast-paced environment
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- A positive role model and team member, conveying a professional attitude and appearance at all times.
- Ability to multi-task, manage time effectively and maintain a high degree of accuracy whilst working under pressure
- Demonstrate a flexible, pro-active approach and willingness to work when and as required by the operational demands of the business
- Familiar with recruitment processes and has basic employment law knowledge to underpin this.
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to 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 Scheme.