

JOB DESCRIPTION

Post: Events Head Chef

Department: Tate Eats

Reporting to: Events Executive Head Chef

Responsible for: Senior Sous Chefs 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.

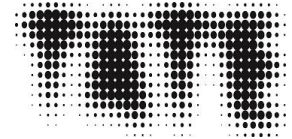


Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the Job: The Head Chef, Events at Tate oversees the events kitchen across both London galleries, working with the Executive Head Chef to create exceptional menus. From film premieres to boardroom lunches, they lead the delivery of high-quality dining experiences that reflect Tate's cultural significance.

Main Duties and responsibilities

- Responsible for the day to day running of the Events kitchen operation
- Supervise all chef team 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.
- Ensure that the food offer is always consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors, including benchmarking.
- Follow the Tate Eats Sustainability policy when ordering and preparing food.
- Supervise the compilation of kitchen rosters and employee time sheets, organize workload distribution across sections, and ensure effective staffing, including arranging adequate cover during days off, holidays, and absences.
- Assist in receiving food and supplies, ensuring items meet specifications, and rejecting or returning damaged or incorrect products.
- Run daily briefing meetings with all kitchen team to brief on the day's activities, menus and events.



- Ensure effective communication with employees at all levels, both verbally and in writing, and hold weekly meetings with Heads of Department and or Executive to discuss business, opportunities, and operational requirements.
- Keep up to date with all administration and develop systems that always ensure efficiency and accuracy.
- Fulfil any other tasks required by the management and executive head chef.
- Ensure all opening and closing procedures are in place used and are checked.
- Supervise and assist all members of the kitchen staff in the preparation of all food, in line with the business needs, and all work completed in a timely manner prior to service.
- Ensure all staffing levels are correct and cross checked with the agency, and hours recorded and not exceeded.
- Assist with and at times compile kitchen rosters, and employee sheets.
- Organising the workload accordingly between the sections of the kitchen, and ensuring the kitchen is always effectively manned.
- Ensure all work areas of the kitchen, dry stores and refrigeration are always maintained in a clean and hygienic condition and especially after your shift.

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.

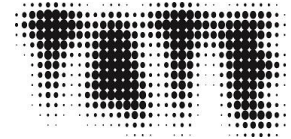
Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy aims to improve diversity at Tate through a process of organisational change and to make diversity part of everything we do. Tate therefore expects all its employees to actively contribute to promote diversity as part of their role

Financial:

- Responsible for controlling all Events BOH costs. This includes responsibility for controlling costs relating to staff and recruitment and all direct and indirect costs relating to sales (food, equipment etc.)
- Monitor food production, to ensure budgeted food gross profit is maximized and food wastage is minimized.
- Responsible for monthly stock take.
- Monitor suppliers to ensure that all returns to Tate Entertaining are maximised and high quality is maintained.

Health & Safety:

- Be responsible for ensuring strict adherence to health and safety protocols in the kitchen, including maintaining a safe and hygienic workspace, enforcing food safety regulations such as HACCP, proper ingredient handling, storage, and equipment safety. Train the kitchen team on safety procedures, conduct risk assessments, and ensure compliance with health and safety laws, including allergen management. Ensure allergen information is accurately recorded and communicated daily, monitor



food temperature controls, log health marks, and ensure all food is dated and labelled. Promote safe equipment use, record accidents or equipment defects, and ensure HACCP procedures are consistently followed.

People Management:

- Manage and lead the chef team, ensuring they understand their tasks, receive relevant training, and are equipped to complete their duties without disrupting operations.
- Oversee performance, punctuality, and development reviews, handle recruitment in line with company procedures, and ensure fair and transparent disciplinary actions when necessary.
- Foster a professional and positive work environment, encouraging the team to uphold the reputation of Tate Entertaining, while actively promoting diversity and inclusion as part of the company's commitment to its "Tate for All" strategy.
- Supervise the training and induction of new staff.

Person Qualities

Essential:

- Proven success in delivering high standards of hospitality and event catering.
- Passion for food with a solid understanding of British produce, seasonality, and artisan suppliers.
- Awareness of modern trends across the industry.
- Experienced in menu composition from concept to successful delivery, both culinary and financially.
- Strong coaching and communication skills, with the ability to engage colleagues, stakeholders, suppliers, and customers.
- Committed to equality, diversity, and creating an inclusive team culture.
- Skilled in performance management, training, and motivating teams.
- Effective time management, multi-tasking, and adaptability in a fast-paced environment.
- Proficient in Outlook, Word, Excel, costing, and stock management software (e.g., Fourth Adaco).
- Flexible work schedule with availability for weekends, evenings, and peak seasons.
- Knowledge of health & safety, food hygiene, and HACCP, with Level 3 Food Hygiene certification.
- Ability to work under pressure while maintaining professionalism and enthusiasm.
- Proactive, confident, and presentable when interacting with clients, confidently presenting and discussing menus and dishes to meet their expectations.

Desirable:

- Hold Food safety certificate Level 3
- Experience of Fourth, Adaco or Nutritics, a benefit but not required