

## JOB DESCRIPTION

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

### 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.*

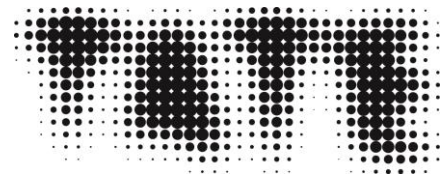
**The Department:** *Tate Events is an end-to-end events business from venue hire through to production, food and beverage, while also managing Tate's Corporate Membership scheme. It works with a wide variety of clients from internal Tate ones to external customers who are Tate's corporate partners and members, external businesses and private individuals.*



### **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 Events Head Chef 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.

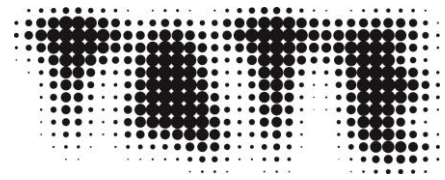
## **Main duties and responsibilities:**

- 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.



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### **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.

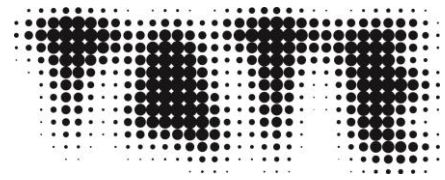
The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You are required by law to be aware of all the daily allergen information, given to your Manager by the Executive Chef and Group Senior Head Chef and communicate this to customers, upon request.

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### 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.
- Excellent communication skills, demonstrating the ability to communicate effectively and positively with all colleagues and with a diverse customer base
- 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.
- Demonstrate a flexible, pro-active approach and willingness 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:

- Food Safety Level 3 certificate
- Experience of Fourth, Adaco or Nutritics (a benefit but not required)

### Why join us?

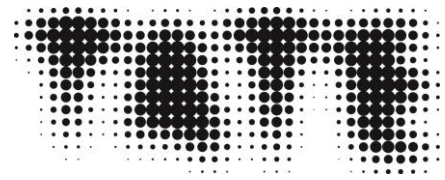
We know that great people make a great business, so here's what we offer in return:

### Work-Life Balance & Benefits:



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- Tate Day – a paid day off on Christmas Eve in addition to annual leave entitlement
- Free staff meals when working shifts over 6 hours.
- Cycle-to-work scheme – save money and spread the cost of a new bike.
- Quarterly performance awards – recognising outstanding contributions.

#### **Financial Benefits:**

- Management bonus scheme – a potential bonus of 10% of your basic pay, per annum based on business performance.
- Your Benefits – Access to a huge range of discounts at shops and websites through the online platform and on the Smart Spending App.
- SmartTech & SmartFit schemes – get the latest tech or discounted gym memberships through Your Benefits and spread payments through your salary.
- Mediacash health plan – covering optical, dental, physiotherapy, and more.
- Tate discounts – discounts in all retail outlets, online shop and catering outlets.
- Recruitment reward scheme – a reward payment for successfully introducing a new employee to the organisation.

#### **Wellbeing & Development:**

- Blended working policy – a flexible approach to onsite and remote working.
- Additional leave purchase scheme - Purchase up to an additional 2 weeks' annual leave and split the cost over the year.
- Mental health support – EAP helpline providing access to 24-hour counselling, support and guidance over the phone and access to trained Mental Health First Aiders.
- Company-funded qualifications and training courses.
- Supplier & producer trips – learn more about the food and drink we serve from the people who make it.

#### **Culture & Access:**

- Free entry to Tate exhibitions – for you and up to 5 guests or complementary tickets for up to 6 friends and/or family members.
- Exclusive industry perks – through CODE Membership, NMDC access to national museums with your Tate pass and access to ICOM cards enabling free access to international museums and galleries.
- Tate Boat access – free travel between London sites during office hours.



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