



## JOB DESCRIPTION

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| Post:            | Head Chef - Level 6 Restaurant                                                                                                                                                                                                                             |
| Department:      | Tate Eats                                                                                                                                                                                                                                                  |
| Reporting to:    | Executive Chef – Restaurants and Retail                                                                                                                                                                                                                    |
| Responsible for: | Restaurant Senior Sous, Sous, and Junior Chefs                                                                                                                                                                                                             |
| The Company:     | <i>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.</i> |

*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.*



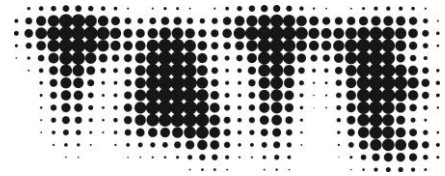
### The Disability Confident Scheme

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.

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| About the role: | Responsible for the overall smooth operations of the level 6 kitchen, open Sunday – Thursday daytime only, Friday and Saturday, day and evenings. as well as the achievement of organisational goals and consistently exceptional food service. Also to work alongside and assist the Executive Chef – Restaurant and Retail with ad hoc events in the Corner Café/Members bar and Tate Lates. |
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### Main Duties and responsibilities:

- Lead the Level 6 kitchen, supervising all team members in the agreed standard of food service and preparation during the hours whilst you are on duty.
- Ensure that the food offer is always consistent and is being developed to be remain seasonal and ahead of our competitors.
- Regularly benchmark against our competitors and have an awareness of our customers' needs.



- Assist and supervise with the daily special.
- Control wastage by maintaining the correct stock levels and rotation from dry stores and refrigeration, avoid over production of food mis en place.
- Lead and assist a smooth and efficient service, communicate clearly and calmly with the team.
- Be responsible for the keys of storage areas, to ensure they are managed within the company guidelines.
- Lead on communication with the team, communicating menu changes, special menus and changes to standards.
- 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.
- 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.
- Chair daily meetings as required, this will include the daily team briefing. Ensure you have a clear line of communication with the FOH management.
- 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.
- Fulfil any other tasks / duties required by the Executive Chef – Retail and Restaurants and Tate Eats directorate.

### Financial & Ordering

- Manage purchasing, stock control & inventory systems for accurate ordering, stocktakes & cost reporting
- Control food, labour & operational costs within budgets
- Work with suppliers to source quality products at the best value
- Oversee menu costing, recipes & stock levels
- Manage kitchen rotas and holiday planning to meet operational requirements

### 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 HACCPs procedures are followed.



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- Ensure allergen information is being recorded and communicated accurately on a daily basis.

## People Management

- 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; are offered relevant training and are provided with the tools and equipment required to complete their tasks.
- 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.
- 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

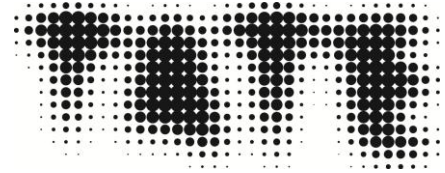
### Essential:

- Significant experience in a kitchen environment as a Senior Sous 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.
- 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.
- Hold Food safety certificate Level 3 or above.
- Working knowledge of Microsoft Office including Word, Excel and Outlook, and experience of a stock handling system, such as Adaco or Kitchen Cut.
- 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.

## **Why join us?**

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

### **Work-Life Balance & Benefits:**

- 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.



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- 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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