

JOB DESCRIPTION

Job title:	Head Chef – Production and Corner
Department:	Tate Eats
Reporting to:	Executive Chef – Restaurants and Retail
Responsible for:	Senior Sous/Sous Chefs and Junior Chefs in the Production and Corner kitchens

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.



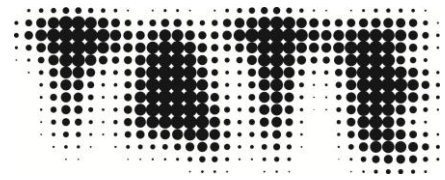
The Disability Confident Scheme

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 Head chef will be responsible for the food offer and the overall smooth operation of the Production Kitchen & Corner Café kitchen, including ad hoc evening events in the Corner Café, Members nights and Tate Lates with the guidance of the Executive Chef – Restaurants and Retail. They will achieve organisational goals and consistently deliver exceptional food service in a fast-paced customer facing catering environment of the Corner and BOH



production kitchen. They will lead a team of chefs, providing high-quality food and customer service.

Main duties and responsibilities:

- Responsible for the day to day running of the Production and Corner Café kitchens. Assisting team members in the preparation of food in line with the business needs.
- Supervise all chef team members in the agreed standard of food and preparation ensuring that all food production and operation adheres to the specified food cost
- Liaise and co-operate effectively with all other team members of staff in relation to the production and service of food.
- Ensure the food offer is consistent and is being constantly developed to be appropriate, seasonal and ahead of our competitors.
- Follow the Tate Eats Sustainability policy when ordering and preparing food.
- Assist in receiving food and supplies, ensuring items meet specifications, rejecting or returning damaged or incorrect products.
- Ensure all work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition .
- Ensure all opening and closing procedures are in place, used and are checked.
- Organise the workload accordingly between the sections of the kitchen, ensuring the kitchen is effectively manned.
- Run daily briefing meetings with all kitchen teams to brief on the day's activities, menus and events.
- Ensure effective communication with employees at all levels, both verbally and in writing, hold weekly meetings with Sous Chefs.
- Keep up to date with administration and develop systems that always ensure efficiency and accuracy.
- Fulfil any other tasks required by the management.

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

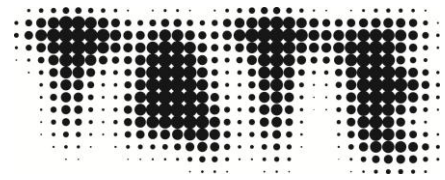
Health & Safety:

- 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.



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- Ensure all accidents and any defects of the kitchen equipment are recorded and acted upon appropriately.
- Ensure all HACCPs procedures are followed.
- Ensure allergen information is being recorded and communicated accurately on a daily basis.

People Management

- Foster a professional and positive work environment, encouraging the team to uphold the reputation of Tate, while actively promoting diversity and inclusion as part of the company's commitment to its "Tate for All" strategy.
- Supervise the compilation of kitchen rotas and employee time sheets, organise workload distribution across sections, and ensure effective staffing, including arranging adequate cover during days off, holidays, and absences.
- Manage and lead the chef team, ensuring they understand their tasks, receive relevant training, and are equipped to complete their duties.
- Oversee performance and development reviews, handle recruitment in line with company procedures.

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 Sous Chef and communicate this to customers, upon request.

Who you are:

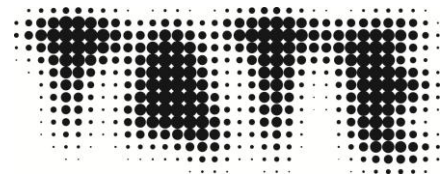
Essential:

- Significant experience in a catering or kitchen environment as a Senior Sous or Head Chef.
- Comfortable 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 communication skills, demonstrating the ability to communicate effectively and positively with all colleagues, suppliers and with a diverse customer base
- 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.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect



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- A positive role model and team member, conveying 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.
- Working knowledge of Microsoft Office including Word, Excel and Outlook, and experience working with a food costing system such as Adaco or Kitchen Cut.
- 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

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.
- Medicash 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.

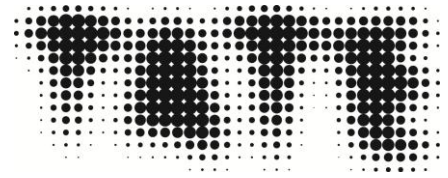
Wellbeing & Development:

- 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.



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- 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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