



JOB DESCRIPTION

Role: Catering Logistics Manager

Department: Tate Events / Tate Eats

Hours & Salary: £45,000 per annum / 40 hours per week

Reporting to: Assistant Head of Event Logistics

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

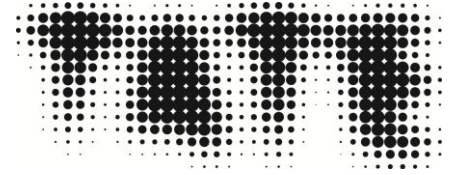
Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

Purpose of the Role: This varied operational and administrative role ensures the effective coordination of catering staff, equipment and beverage stock. Responsibilities include booking staff, ordering equipment and beverages, overseeing health and safety compliance across the stores, and supporting operationally where needed (eg event load in and outs, internal meeting refreshments).

Main Duties and Responsibilities:

Operations

- Manage weekly beverage orders, coordinating with the central Stores team ensure correct products are ordered, received, and any discrepancies are promptly resolved.
- Manage catering equipment and linen hire orders, resolve stock issues, investigate shortages and damages, report discrepancies and process post-event invoices.
- Manage internal Tate equipment, pre and post event.
- Working with the Catering Operations Assistant, ensure monthly beverage and equipment stocktakes are completed.
- Manage linen laundry operations, coordinating with external suppliers to ensure timely turnaround.



- Ensure catering equipment maintenance schedules are followed and maintain clean, organised back-of-house and storage areas in compliance with security, health and safety standards.
- Share the responsibility of driving food, beverages and equipment between London sites in the van, adhering to the Company Van Policy
- Lead back-of-house operations for large-scale events, overseeing porter teams, BOH setup and breakdown, and supporting event close-down reporting.
- Oversee the load in / out of equipment, working alongside gallery departments
- Support with the delivery of internal meeting refreshments, ensuring accurate and timely delivery to the correct meeting room as detailed on function sheets
- Support with basic food preparation (eg cooking of pastries / plating of sandwiches) as directed by the Chef team, in line with food safety and hygiene standards

Administration

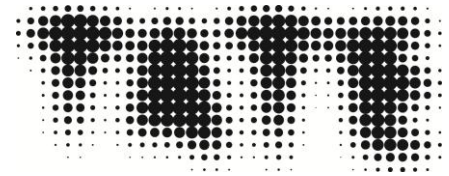
- Compile staff rotas for events, booking internal team members and liaising with external staffing partners to ensure all roles are covered
- Upload internal team members shifts to Fourth as per agreed timescales
- Cross-check and process staffing invoices post-event
- Monitor the staffing inbox and field queries as required
- Pre-book taxis for internal team members where applicable and prepare and submit the monthly taxi finance report to the Assistant Heads for approval.
- Manage the internal catering inbox and process bookings for meeting refreshments
- Compile all functions sheets for the weekly functions sheet meeting, ensuring the 'Sheets' are distributed to the Catering and Chefs team in advance
- Chair the weekly functions sheet meeting in the absence of the Assistant Head of Event Logistics

General

- Provide regular updates to the Assistant Head of Event Logistics on the progress and completion of tasks and provide feedback on logistics processes
- Ensure all health, safety and hygiene rules are being adhered to, wear PPE as required, and attend any training courses as appropriate
- Work alongside the wider FOH team of Events Assistants, Supervisors and Managers to deliver events in line with Tate Events standards and that exceed customer and clients' expectations. Act as an ambassador for Tate and Tate Eats.
- Train new Event Porters and Kitchen Porters on all back of house and driving procedures
- Deputise for the Assistant Head of Event Logistics in their absence when required and directed
- Undertake any other tasks as required to contribute to the success of Tate Enterprises as a business.

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 its employees to actively contribute to promote diversity and inclusion as part of their role.



Person Specification – experience, skills and competencies:

- Hold a valid UK Driver's Licence, clean for the last 2 years, and is at least 21 years old, to meet the requirements of the van insurance
- Able to undertake a high volume of manual handling (eg able to lift kegs of up to 30kg)
- Passionate about supporting the delivery of world class events in unique and challenging environments
- Fluent in written and spoken English. Be a good communicator and logical thinker, with great problem-solving capabilities and a clear understanding of timeframes and the prioritisation of tasks.
- You must work well under pressure and be able to maintain a positive and proactive attitude
- Proven experience in an Events, Catering, Kitchen or Warehouse environment which required similar duties.
- Awareness of Health and Safety, Manual Handling, Food Allergen Regulations
- An understanding of stocktaking, transfers & stock management practices
- Meticulous attention to detail
- Excellent problem solving and practical skills
- Ability to multi-task and prioritise tasks, self-motivate and thrive in a high-pressured environment
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- Be a positive role model for colleagues and always convey a professional attitude and appearance
- Demonstrate a flexible, proactive approach and willingness to operate wherever help is needed
- Excellent timekeeping, attendance and punctuality
- An interest in the aims, services and products of Tate Events and Tate Eats
- Carries out role with honesty and integrity
- Open to feedback from others