



JOB DESCRIPTION

Post: Kitchen Assistant, St Ives

Department: Tate Eats, St Ives Cornwall

Reporting to: Café and Events Manager, Café and Events Assistant Chef Manager

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.

Purpose of the Job: Contribute to Tate Eats' aim to deliver exceptional service in a fast-paced, customer-facing café environment by ensuring the allocated food and drink areas are run smoothly and efficiently and by helping to maintain a welcoming, clean and safe environment. Assist with the preparation and service of food and beverage as directed by the duty chef/manager, Ensure the kitchen is always kept clean and tidy, hygiene regulations are adhered to.

Main Duties and responsibilities:

- Confirm with the duty chef/manager what duties are required at the start of the shift or as appropriate.
- Assist in the preparation of food, ensuring all the necessary work is completed prior to the start of service
- Control wastage by maintaining the correct stock levels and rotation of food.
- Report problems relating to the smooth operation of kitchen to the duty chef/manager.
- Assist with the recording of all relevant allergen information as required by law.



- Consistently adhere to the agreed standards of food preparation and presentation
- Assist in the daily procedure of receiving food and related supplies to the kitchen
- Adhere to the safe use of the kitchen, equipment and environment under the Health and Safety at work acts, food hygiene and other relevant regulations and company procedures
- Report all accidents and defects in kitchen equipment to the duty chef/manager
- Ensure all work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition at all times and at the end of your shift
- Ensure all food stuff are always labelled and dated
- Ensure all HACCPs procedures are followed
- Use the correct chemicals on the correct surfaces and appliances to maintain the cleanliness of the kitchen, according to COSHH regulations
- Ensure the correct set up, breakdown and cleaning checklists are used and that Tate cleanliness standards are always maintained
- Adhere to Tate's standards and procedures including those concerning presentation, personal hygiene and timekeeping
- Carry out a weekly deep cleaning rota to ensure that the kitchen complies with all health and safety regulations.
- Perform any task pertinent to the operation as directed

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

Person Specification

Experience, skills and competencies

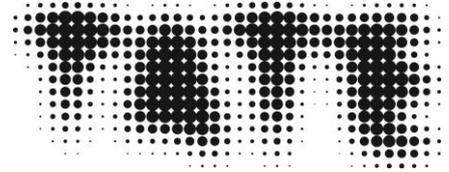
Essential:

- Keen interest in food and ingredients and a clear desire to learn more
- Previous experience in a fast-paced, customer-facing catering environment
- Work to the highest hygiene standards



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- Ability to complete tasks efficiently and effectively
- 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
- Professional attitude and appearance at all times
- Demonstrates a flexible, pro-active approach and willingness to operate wherever help is needed
- Ability to work at pace, under pressure and unsupervised at times
- Availability to work on a rotational basis, including weekends and some evenings
- Ability to spend your shift on your feet
- Work on events as and when required by the business
- Prompt timekeeping and good time management
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to Tate
- Open to feedback from others

Desirable:

- Previous experience within a similar bar/café/restaurant environment
- Awareness of the requirements of Food Allergen Regulations
- Food safety qualification level 2
- An appreciation of health & safety, food hygiene and COSHH regulations and policies



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