

Role: Kitchen Assistant - Modern Apprentice	Region / Department: South & West
Reports to: Food & Beverage Manager	Pay Band: Grade 2 lower, £24,960 pro-rata, per annum
Location: Robert Burns Birthplace Museum	Type of Contract: Fixed Term (1 Year) 40 hours per week
COST CENTRE: 3BRN	ACTIVITY CODE: TR1

JOB PURPOSE

We are looking for a Kitchen Assistant Modern Apprentice to join our talented kitchen team and help in the day-to-day operation of the Food & Beverage operations at The Robert Burns Birthplace Museum.

The role will combine operational experience alongside the SCQF Level 5 Food Production framework.

ITC Training Academy is the training provider which will guide the successful applicant and line manager in achieving all necessary criteria laid out in the framework.

The property has an established local trade, a healthy tourism season and growing functions and events business which rely on the Food and Beverage team to cater for. This role will expose the candidate to all elements of food preparation, kitchen management and various types of service.

SCQF Food Production Apprentice Level 5

This Level 2 course requires you to complete 12 units. Four of these are mandatory and you would then choose from optional units from others. This course is suitable for trainee chefs or cooks involved with the preparation and/ or cooking of food for customers, as part of a team. You may be doing this course at college, or in workplaces such as cafes, restaurants, hotels, workplace canteens, or residential homes.

You need to select your units carefully, to ensure that you are preparing and cooking sufficient different types of foods to allow you to achieve the unit. Your assessor and manager will go through the units with you, before you start to ensure you select appropriate units for your job role. Your assessor will observe you at work to cover most of the units, and you may be given some short exercises to complete for the health, hygiene and safety units. Photographs of finished dishes, and witness testimonies from your head chef and colleagues are useful for this course. Your assessor will also ask you questions about your job to check your knowledge.

If you need any help or guidance with your course, your assessor is the person to ask. Your assessor will be equipped to guide you through your course and support your learning.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Assist the chefs with preparation of daily menu items
- Contribute to food production as per the menu cycle / specification for all F&B outlets and event catering (corporate, hospitality, meetings etc)
- Ensure the highest standards of kitchen hygiene, cleanliness, tidiness and related schedules are adhered to.
- Share in the common responsibility of implementing the Trust's "Health & Safety Policy", being mindful at all times of the health and safety of self, staff, volunteers, and visitors.
- Share in the common responsibility of working in a manner mindful of the Trust's obligations to minimise impact on the environment, through e.g. efficient use of water/heat/light, recycling and the disposal of waste, considered use of transport.
- Help to reduce occurrences where Health or Safety of yourself and other employees may be put in jeopardy.
- Adherence to the COSHH Training provided and control of substances covered by COSHH.
- Involvement in the upkeep and maintenance of kitchen equipment and environment

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Essential

This is a development opportunity, National 4s or equivalent qualifications and / or relevant experience - would be considered, to allow progression on to the Level 5 course requirements of this Modern Apprenticeship.

- Ability to work as part of a team and the ability to foster and motivate a team.
- Previous kitchen experience – sandwich making, preparing of ingredients.
- The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone.
- An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view.
- A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

Desirable

- An understanding and commitment to the aims and objectives of the National Trust for Scotland.
- Living the values of the National Trust for Scotland and encourage colleagues to do the same.
- The ability and willingness to understand others' perspectives and to consider the impact of your actions on them and to adapt your actions as necessary.
- Food Hygiene qualification.

DIMENSIONS AND SCOPE OF JOB

SCOPE OF ROLE

Location

- The post holder will be based at the Robert Burns Birthplace Museum, Alloway but may be expected to work across the other sites such as Burns Cottage or Bachelors Club at special events/functions when required.

People Management

- The Post Holder does not direct line manage anybody.

Financial Management

- Not a budget holder but responsible for the day-to-day management of stock as required.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Friday 11th October.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Kitchen Assistant - Robert Burns Birthplace Museum".

All candidates will need to meet Skills Development Scotland's funding criteria to be eligible for this Modern Apprenticeship.