

<b>Role:</b> Visitor Services Assistant - Kitchen Assistant	<b>Region / Department:</b> South & West
<b>Reports to:</b> Head Chef	<b>Pay Band:</b> Grade 2 lower, £24,960 pro-rata, per annum
<b>Location:</b> Robert Burns Birthplace Museum	<b>Type of Contract:</b> Permanent, part-time, 25 hours per week
<b>COST CENTRE:</b> 3BRN	<b>ACTIVITY CODE:</b> TR1

### **JOB PURPOSE**

We are looking for a Kitchen Assistant 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.

Core hours will be the minimum hours available, with the opportunity to work additional hours to suit the needs of the business. Must have full flexibility and weekend availability, hours will be issued on a weekly rota basis.

This role will be a support function for the established team of chefs – assisting in food preparation, kitchen cleaning and assisting in organising the space for a fast paced, high-volume café.

### **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**

- 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** and **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.

**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](mailto:workforus@nts.org.uk), by Sunday 8th September 2024

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 "Gardener - Culzean"