

A map of the South East of England is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The triangles are colored blue, yellow, green, pink, and purple. The top of the map is partially obscured by a dark grey banner containing the LIVE BORDERS logo.

Recruitment Pack for

Cook Manager

Hours: 37 hours per week
Location: The Great Tapestry of Scotland, Gal
Closing Date: 13th August 2023
Job Ref No: 0761
Salary: Grade 5 £12.89 - £13.93
(£24,872 – 26,867)

This pack includes details about our organisation to assist you with your application:

- Job advert
- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form on our website at www.liveborders.org.uk/get-involved/jobs/. Please complete both and return to recruitment@liveborders.org.uk

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.

Job Advert

A great opportunity has arisen to run a daytime café / kitchen in a 5* visitor attraction in the Scottish Borders. Duties include creating varied and exciting menus, delivering service, stock management and ordering, delivery of GPs to target and managing all other aspects of the kitchen from rotas to EHO compliance. You will also be required to deliver catering for groups ranging from a simple selection of sandwiches to canapes and hot buffets. Whilst very occasional evening work may be required this is a predominantly daytime only role and would suit experienced chefs looking to bring their ideas to an already successful location.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Cook Manager (Great Tapestry of Scotland, Galashiels)
Directorate:	Commercial Services
Reporting to:	Centre Manager

Job Purpose:

The Cook Manager is responsible for delivering a high-quality standard of food preparation and production for the café and other catering service offers. The café at Great Tapestry of Scotland will showcase freshly produced light meals and baked goods for visitors. The role is integral to the commercial and operational success of the café and the postholder requires to follow all operational and safety procedures to support this delivery. The Cook Manager is responsible for the overall management of the operation and for supervision and correct briefing of staff.

Duties include:

Food Preparation and Planning Responsibilities:

1. Lead on menu development and innovation in all food offers
2. Ensure seasonality in menus and a variety of choice for the range of customers at GTOS
3. Develop and monitor supply chain to ensure excellent quality and consistency of product; following best practice and systems in purchasing
4. Monitor food cost, control food waste and manage discrepancies in gross profit achievement
5. Preparation of all fresh baked goods and other foods on a daily basis, delivering all food production requirements at the required level and to a consistent standard
6. Ensure all food is presented for service in a timely manner and in correct sequence
7. Ensure staff are briefed about menus, allergens and other relevant information
8. Develop menus as required for private hires and events
9. Responsible for ordering all food and non-consumable items for the café.

Systems and Processes – Responsibilities:

10. Manage the day to day kitchen administration ensuring systems compliance
11. Lead on food safety in the kitchen in line with current legislation; ensure completion of daily and other due diligence requirements
12. Oversee kitchen Health and Safety requirements, in accordance with risk assessments and in line with current legislation
13. Oversee kitchen maintenance requirements
14. Ensure daily and weekly cleaning duties are undertaken and due diligence paperwork completed
15. Responsible for the control of stock rotation and wastage.
16. Provide relevant and adequate training to serving staff to allow them to prepare food in postholder's absence.
17. Build and maintain good working relationships with colleagues within the organization.

18. Ensure that services are delivered with a customer focused ethos.
19. Follow and develop cost controls and standard recipes
20. Maintain effective stock control, placing orders, logging deliveries and carrying out stock checks
21. Review sales, prices and suppliers regularly.
22. Represent GTOS and Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the company's profile
23. Comply with, and ensure compliance with, all Live Borders policies and procedures.
24. Ensure services meet Health and Safety standards established by Live Borders.
25. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.
26. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of GTOS or Live Borders

Other details:

Requirement to work out of hours on occasion

Postholder will work 5 days from 7 to suit the requirements of the business

Requirement for PVG/Disclosure check – None.

EDUCATION			
Essential	Key	Desirable	Key
Food & Hygiene Certificate at Level 2	App	Professional Cookery and/ or bakery qualification	App
Good all round standard of education	App	Food & Hygiene Certificate at Level 3	App
		Certificate in food safety and Health & Safety processes including development of HACCP procedures	App
EXPERIENCE			
Essential	Key	Desirable	Key
Minimum of 2 years hands on kitchen (cooking and baking) experience in a commercial kitchen or similar environment	App./ Int.	Experience of working to a budget, including stock and cost control	Int.
Minimum of 2 years management experience in a commercial kitchen or similar environment	App./ Int.		
Experience of working as part of team	App./ Int.		
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Confident communicator, able to remain calm under pressure and provide excellent customer delivery	Int.		
Good knowledge and experience of following kitchen systems, food prep, production and menu composition	App.Int.		
Self motivated and effective in time management	Int.		
To work flexibly to changing routines	Int.		
Ability to work independently and know when to involve other	Int.		
Excellent personal hygiene	Int.		

Assessed by:

App. = Application

Int. = Interview

Ref. = References

T. = Interview Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	Great Tapestry of Scotland Galashiels (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	37 hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.