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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | **Job Description** | | 2024 |
| **Role:** Kitchen Porter | | **Region / Department:** South & West | |
| **Reports to:** Head Chef | | **Pay Band:** Grade 2 lower, £22,672 pro-rata, per annum - £10.90 per hour | |
| **Location:** Culzean Castle | | **Type of Contract:**  Fixed Term.  Full-time or Part-time.  From 23rd March to 3rd November. | |
| **COST CENTRE:** 3CUZ | | **ACTIVITY CODE:** TR1 | |

**JOB PURPOSE**

Here at National Trust for Scotland’s beautiful Culzean Castle we are looking for energetic, cheerful, and hard-working individuals to join our amazing Food and Beverage team.

We are looking for a Kitchen Porter to assist the kitchen team in the day-to-day operation of the Food & Beverage outlets at Culzean Castle to ensure that all targets are met, and all visitors receive the highest level of visitor experience standards.

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.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Cleaning and sterilising countertops, kitchen walls, stoves, ovens, grills and sinks.
* Cleaning the entire kitchen once it is closed to ensure it is ready for the next day.
* Maintaining the food storage areas like freezers and refrigerators.
* Receiving deliveries and organising them in the kitchen.
* Washing dirty dishes like cutlery, pots, cutting boards and pans or loading dishes into the dishwasher.
* Removing kitchen waste from waste containers and disposing of them properly.
* Cleaning and maintaining cooking equipment like cookers, pots and food mixers.
* Supporting the Chef in basic food preparation like cutting ingredients, peeling and washing food items
* Providing assistance to Prep Cooks and other kitchen staff, as needed.
* Maintain accurate and current legislation records: HACCP, COSHH checklists and temperature sheets.
* 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 both the entire department site and, specifically, the F&B outlets.

**REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

**Essential**

* Ability to communicate with the Kitchen Managers, Cooks and customers.
* Thorough attention to detail, excellent time management and critical thinking skills.
* Ability to work under pressure.
* Teamwork skills to collaborate with colleagues.
* Ability to follow all instructions given.

**Desirable**

* In-depth knowledge of kitchen safety and health regulations.
* Excellent stress management skills.

**DIMENSIONS AND SCOPE OF JOB**

**SCOPE OF ROLE**

**Location**

* The post holder will be based at the Home Farm Kitchen cafe at Culzean but will be expected to work across the other outlets at Culzean at special events/functions when required.

**People Management**

* The Post Holder does not direct line manage any.

**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, by Sunday 11th February 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 "Visitor Services Assistant Kitchen Porter - Culzean".