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|  | Job Description | 2024 |

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| **Role:** Chef | **Region / Department:** Edinburgh and East |
| **Reports to:** Head Chef | Pay Band: Grade 2 Upper £25,603 - £27,318 pro-rata, per annum |
| **COST CENTRE: 3NEH** | ACTIVITY CODE: TRZ |
| **Location:** Newhailes | **Type of Contract:** Full time, Permanent, 40 hours per week |
| The post is subject to the standard terms and conditions provided with the application pack. Hours of work are 24 per week on days and at times to suit the needs of the job (mainly between 8am and 5pm) and will include regular weekend shifts and an occasional evening to support events. | |

**JOB PURPOSE**

To assist the Head Chef and Food & Beverage Manager in the day-to-day management of the food and beverage experience at Newhailes. Specifically, day to day supervision of the kitchen and to ensure that all targets are met, and all visitors receive the highest level of visitor experience standards.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Assist the Head chef with the development of the Menu Cycle/Specification
* Contribute to food production as per the Menu Cycle/Specification and event Food Production (corporate, hospitality, meetings etc.)
* Keeping up to date HACCP, COSHH checklists and temperature sheets.
* Ensure high Standards of Kitchen Hygiene, Cleanliness, Tidiness and related Schedules
* Use fresh Produce and Ingredients whenever and wherever is possible and minimise wastage.
* Maintain a high standard of Food Presentation to the Customer
* 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 Catering Outlets
* Involvement in assessing and preserving the safety of utensils and equipment used within the Catering Outlets

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

**Qualifications**

* Intermediate Food Hygiene Certificate
* Preferably a recognised formal qualification in culinary arts

**Skills, experience & knowledge**

**Essential**

The above outlines the key skills the job holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

* Demonstrable experience as a chef in preparing and producing food to a consistently high standard using fresh products and ingredients.
* Highly developed organisational skills, deployable in a multi-tasking environment.
* Excellent communication skills (written and oral), including influencing/persuasion.
* Ability to work as part of a team and the ability to foster and motivate a team.
* 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.
* 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.

**SCOPE OF ROLE**

**Location**

* The post holder will be based at the Newhailes House and Gardens

**People Management**

* The Post Holder does not direct line manage any team but has day to day responsibility for the supervision of Visitor Services Assistants in Food & Beverage

**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.

**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 18th 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 "Gardener - Culzean"