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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | Job Description | 2024 |

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| **Role:** Chef | **Region / Department:** North East |
| **Reports to:** VSM – Food & Beverage Manager, Aberdeenshire South Cluster | Pay Grade: Grade 3 Lower, £25,603 - £27,318 pro-rata, per annum |
| **Location:** Crathes Castle(may be required, from time to time, to work on projects at other NTS properties within a Cluster or another Regions) | **Type of Contract:** Permanent/Full time 40 hours per week, (available at weekends and evenings, depends on business needs) |

# JOB PURPOSE

To manage the smooth and efficient operation of catering performance at Crathes Castle, Garden & Estate by creating, preparing and delivering menus to the highest standard whilst maintaining a safe & hygienic catering environment in accordance with health and safety policies and standards.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* To plan, prepare, cook, and present food to the standards required by the Trust for a facility with estimated income of c.£450k
* To ensure that the organisation’s reputation for excellent food and service is maximised and enhanced through the delivery of a locally sourced and seasonal menu
* To develop retail and function menus with innovation and flair in line with budgetary requirements, GP control
* To ensure supplies are correctly issued, used and accounted for to carry out stock takes and food rotation procedures
* To maintain records relating to food production activities and supplier information as required by the Visitor Service Manager - Food & Beverage
* To ensure Health and Safety and Food Safety Standards are maintained in line with company policy
* To set objectives and be responsible for the day to day running of the kitchen, cleaning schedules, allergens and dietary requirements allocation and menu development
* To assist with team briefings on a regular basis to communicate food standards, menu updates and changes, as well as H&S Policy requirements
* To ensure that the function achieves, as a minimum, the financial targets agreed with, in line with the budget

**Visitor Experience:**

* To be customer focused at all times and to ensure that customers are given a prompt and efficient service, to be approachable and quick to exceed expectations in fulfilling customer needs
* To ensure all food is cooked, presented, and served in line with Trust standards using innovation in the method and style of presentation and food service

# To deliver hospitality events at the Crathes Castle, Garden & Estate and other NTS properties in line with Trust policy and procedure

**Health & Safety, Food Safety, the Environment:**

* To ensure that the location meets statutory and company requirements of Health and Safety, Food Safety and Environmental legislations and procedures
* To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regards to Hygiene and Safety are established and maintained in line with the Trust manual
* To ensure all kitchen staff and high-risk food handlers are trained to the appropriate standard
* To ensure all equipment is well maintained and is in good working order
* To make recommendations for renewal and replacement of equipment when required
* To establish and maintain location cleaning schedules
* To ensure that all Trust procedures and work instructions are fully understood and practiced by all employees
* To attend all health and safety training courses as required
* To promote and encourage environment improving initiative, as appropriate within the business
* To record and report all accidents within the location, adhering to location and company procedures

This role does not require you to undertake a criminal records check.

# REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

**Qualifications & Experience**

Essential

* Relevant chef training or equivalent experience
* Successful background in a busy catering environment
* Supervisory / management experience
* Ability to display a real passion for food and customer service
* Flair and innovation with menus and food presentation
* Excellent leadership and influencing skills
* Excellent understanding of financial management including Food GP management
* Well-developed time management and organization skills

Desirable

* Intermediate Food Hygiene Certificate or above
* Direct experience of managing kitchens in multi-strand visitor/commercial services in a heritage or tourist-attraction context
* Computer literacy with excellent ability on MS software
* Full UK driving license

**DIMENSIONS AND SCOPE OF JOB**

People Management

* To ensure training is completed in line with the Trust training policy to meet the needs and requirements of the individual and legislation related to food handling operation
* To work closely with the Visitor Services Managers to ensure that we provide an excellent experience for visitors during dine-in and functions operation
* To ensure that all team members are knowledgeable and motivated within their roles and the business through effective induction, accurate job descriptions and on the job training - BOH
* To develop the team by empowering, supporting, encouraging them and maintaining an ‘open door’ policy - BOH
* Develop & manage relationships with customers, key suppliers, staff and management within the property

Finance Management

* Share responsibility of achieving and maximizing budget gross profit and labour costs withing daily base operation
* Share responsibility of budget management of estimated annual income target of c.£450k
* To ensure that all standards of food preparation and service are established and achieved in line with budget – cost of sale
* Order & stock control - to order all necessary food, dry goods, and equipment, obtaining best buys in line with budget objectives
* To complete, monthly stock takes, wastage control, team food and calculate the cost of sales results, in line with operational standards

Tools / equipment / systems

* A sound knowledge of stock control systems
* Knowledge of EPOS or similar

# 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 24th March 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"