



Almond Valley Heritage Trust

Job Title: Chef Manager/Head Chef

Reporting to: Director

Contract: Permanent, Full Time

Hours: 40 hours per week, working 5 days out of 7

Salary: £30,056 per annum

Location: Livingston (West Lothian)

About Almond Valley Heritage Trust

Almond Valley Heritage Trust is a much-loved family attraction and heritage charity, welcoming over 140,000 visitors each year. Our mission is to offer a first-class visitor experience that weaves storytelling, history, and education into all aspects of our work – including our food offerings. Our on-site farm and growing facilities provide opportunities to create a food program that reflects the local history and heritage of Mill Farm and the wider region.

About the role

We are seeking a passionate, innovative, and experienced Chef Manager/Head Chef to lead our culinary team in transforming our catering provision, ensuring a first class service, menu, and visitor experience. This is a unique opportunity to work within a fun, fast paced, family-friendly environment, integrating seasonal, locally-grown produce into menus that appeal to a diverse audience while maintaining high standards of quality, value, and variety.

As Chef Manager you will play an integral role in evolving our catering offer within our main cafe, whilst also growing our food provision offer across the site through the expansion of our street food units. You will ensure that the kitchen runs smoothly, inspire and lead positive change, working with the kitchen team and wider SMT to ensure the highest level of quality, presentation and service.

Requirements

- Minimum of 2 years experience as a Sous Chef or Head Chef in a high-volume kitchen.
- Ability to lead and manage a team, as well as work collaboratively with wider senior management team.
- Knowledge of menu design, stock control and rotas
- A strong understanding of health, safety, hygiene and quality procedures
- Excellent communication and organizational skills
- Budget management

Key Responsibilities

- **Menu Planning and Execution:** Create and plan menus. Oversee food preparation and presentation to ensure high-quality dishes, monitoring wastage, portion and time control
- **Employee Management:** Recruit, train, and supervise all colleagues, cooks and front of house. Provide continual guidance, coaching, and performance feedback to kitchen team.
- **Inventory and Cost Control:** Monitor and manage stock levels, and oversee supplier relationships
- **Customer Relations:** Interact with customers to understand their specific catering needs and preferences and maintain an open channel of communication to address any concerns or requirements. Consistently seeking feedback is key to success.
- **Health and Safety Compliance:** Support the head chef to ensure adherence to health and safety regulations and food safety protocols/policies. Create an environment that has safety embedded in the culture.
- **Budget and Financial Management:** Develop and manage kitchen budgets, report on financial performance and implement any cost savings required without impacting delivery of excellence.
- **Menu Development and Innovation:** Stay updated on culinary trends and incorporate new ideas into menus.
- **Compliance and Documentation:** Maintain accurate records of inventory, orders, and food preparation processes and ensure compliance with all regulatory requirements.

Key Skills & Experience

- Proven experience within similar role
- Excellent creative culinary skill
- Leadership and team management abilities
- Excellent communication and interpersonal relations skills
- Proficiency in food cost management
- Knowledge of food safety and health and safety regulations
- Ability to adapt and work in a fast-paced environment

Holiday allocation:

- 32 days per annum including bank holidays (pro rata for part time staff)

Pension:

- Automatically enrol team members into our workplace pension operated by Royal London

Workforce Benefits:

- Free on site car parking
- Staff Pass provides access to the site for free.
- ASVA Card Access, Team members have access to The Association of Scottish Visitor Attractions card which allows free entry to a huge range of visitor attractions throughout Scotland.
- Discount in the tearoom and gift shop

Closing Date: Midnight, 30th November 2024

Interviews will be held the week commencing: 2nd December 2024

TO APPLY – please email us at jobs@almondvalley.co.uk with a full CV, and a covering letter demonstrating your suitability for the role.

If you have any queries or would like to discuss an application in an alternative format please email jobs@almondvalley.co.uk

Equality and Diversity Commitment

Almond Valley is an equal opportunities employer. We are committed to offering equal opportunity for all and to providing employees with a work environment free of discrimination and harassment and are working hard to create a space in which people from all walks of life see themselves.

We are committed to increasing the diversity of our team and encourage applications from people currently under-represented groups, targeting in particular people of the Global Majority and Deaf or disabled applicants.