

Role: Visitor Services Assistant – Kitchen Assistant	Region / Department: South & West
Reports to: Head Chef	Pay Band: Grade 2 lower, £24,960 pro-rata, per annum (£12 per hour)
Location: Culzean Castle	Type of Contract: Full-time or Part-time. From 23 rd March to 3 rd November 2025 2 positions available
COST CENTRE: 3CUZ	ACTIVITY CODE: TRZ

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 Assistant to join our talented kitchen team and help in the day-to-day operation of the Food & Beverage outlets at Culzean Castle. While prior experience is an advantage, it's not essential—full training will be provided.

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. **Perfect for those seeking a better work / life balance as the restaurant operates between 10am and 5pm – no more late nights!**

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Ensure the highest standards of kitchen hygiene, cleanliness, tidiness and related schedules are adhered to.
- 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.
- Follow instructions from Chef and adhere to daily / weekly checklists.
- Adhere to the Trust's "Health & Safety Policy", being mindful at all times of the health and safety of self, staff, volunteers, and visitors.
- Adhere to the Trust's obligations to minimise impact on the environment, e.g., efficient use of water/heat/light, recycling and the disposal of waste.
- 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 work as part of a team and the ability to foster and motivate a team.
- Previous kitchen experience – sandwich making, preparing of ingredients.
- 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.

Desirable

- 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.
- Food Hygiene qualification.

DIMENSIONS AND SCOPE OF JOB

SCOPE OF ROLE

Location

- The post holder will be based at the Home Farm Kitchen cafe at Culzean but may 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.

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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 16th February 2025.

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 "Kitchen Assistant - Culzean".