

<b>Role:</b> Cook/Chef	<b>Business Function:</b> South & West
<b>Reports to:</b> Chef – Threave	<b>Pay Band/Starting Salary:</b> 2 Upper, £26,757 - £28,252 pro-rata, per annum
<b>Location:</b> Threave Estate, Castle Douglas DG7 1RX	<b>Type of Contract:</b> Permanent – 24 hours per week
<b>COST CENTRE (e.g.: 3CUZ):</b> 3THR	<b>ACTIVITY CODE (e.g.: VSZ):</b> TRZ
<b>Terms and conditions</b> This will include regular weekend duties, hours are mainly between 8am and 5pm.	

### **Purpose of the role**

To assist in the day-to-day management of the Food & Beverage offer at Threave Garden & Nature Reserve to ensure that all targets are met, and all visitors receive the highest level of visitor experience standards.

### **Key Responsibilities**

- Assist 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 as well as allergen measures/controls
- 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.

### **Dimensions and Scope of Job**

#### **SCOPE OF ROLE**

#### **Location**

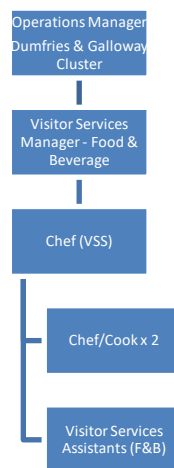
- The post holder will be based at the Threave Garden Café but will be expected to work across the other the main café, Stables café and Threave House when required.
- Threave Garden & Nature Reserve welcomes in excess of 80,000 visitors per year and is a popular café with locals. It is open daily throughout the year and is budgeted to take £470k in 2025-26 following refurbishment in 2023.

### People Management

- The Post Holder does not direct line manage any staff but may be required to supervise other kitchen staff in the absence of the Chef.

### Financial Management

- Not a budget holder but responsible for the day-to-day management of stock as required.



### QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

- Experience and passion as a cook in preparing and producing food to a consistently high standard using fresh products and ingredients.
- Intermediate Food Hygiene Certificate qualification, preferred.
- Highly developed organisational skills, deployable in a multi-tasking environment.
- Excellent communication and influencing skills (spoken and written).
- Ability to work as part of a busy team, fostering a positive and motivated team atmosphere.
- Recognised formal qualification in the culinary arts, desirable.

The **Key Responsibilities, Behaviours 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 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](mailto:workforus@nts.org.uk), by Sunday 23rd March 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 "Gardener - Culzean"