

Role: Cook	Business Function: South and West
Reports to: Visitor Services Supervisor - Food & Beverage	Pay Band/Starting Salary: Grade 2 Upper, £26,757 - £28,252 pro-rata, per annum
Location: The Hill House, Upper Colquhoun Street, Helensburgh, G84 9AJ	Type of Contract: Part-Time (28 hours per week Tuesday, Thursday, Friday, Saturday 9am-4pm) Fixed-Term, 18 Month Contract.
Cost Centre: 3HIH	Activity Code: TRZ

Purpose of the role

We are looking for people who have experience or a keen interest in cooking to join our team at The Hill House Café.

Key Responsibilities

- Making freshly prepared lunches including soup, sandwiches, scones, baked potatoes.
- 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 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.

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

SCOPE OF ROLE

Location

The Hill House Cafe

People Management

- The Post Holder does not have direct line management responsibilities.

Financial Management

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

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

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

Essential

- Demonstrable experience as a cook/home cook 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.
- Ability to work as part of a team and the ability to motivate a team.

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 by Sunday 23rd November 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, "Cook – Hill House"