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| Role: Cook | Region: North East |
| Reports to: Visitor Services Supervisor | Pay Band/Starting Salary: Grade 1 - £13.45 Per Hour |
| Location: Leith Hall, Garden and Estate, AB54 4NQ | Type of Contract: Fixed-Term Until October 2026. 6 Hours Per Week. *Additional hours available for peak periods and events |
| COST CENTRE: 3LEH | ACTIVITY CODE: TRZ |
| Terms and conditions This will include regular weekend duties and some evening working | |

Purpose of the role

To assist in the day-to-day management of the Food & Beverage offer at Leith Hall, Garden and Estate, 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

- The role works with several departments: retail, catering, and admissions, assisting with special events and functions when required.

- The role requires the post holder to work flexible working patterns and hours including evenings, weekends, and public holidays.

People Management

- The Post Holder does not have direct line management responsibilities
- Will work closely with other property colleagues and will have regular interaction with other technical/specialist advisory colleagues based in other locations and departments
- Will have regular (daily) interaction with suppliers and members of the public of all ages and abilities

Finance Management

- Is not a budget holder
- Responsibility for day-to-day management of stock

Tools/ equipment/ systems

- Will use catering equipment including cooking equipment, coffee machines and dishwashers.
- Will use a wide range of ICT equipment including land-line phone, two-way radio, email, scanner, laptop/PC, printer etc.

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 in preparing and producing food to a consistently high standard using fresh products and ingredients
- Demonstrable baking experience
- Level 2 Food Hygiene
- Highly developed organisational skills, deployable in a multi-tasking environment.
- Good communication skills (written and oral), including influencing/persuasion.
- Ability to work as part of a team and the ability to foster and motivate a team.

Desirable:

- Preferably a recognised formal qualification in culinary arts (e.g., HNC Professional Cookery, NC Bakery)
- Intermediate Food Hygiene Certificate
- First Aid at Work certificate

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

Key Performance indicators and targets

- ♦ Catering targets are met or exceeded, and margins achieved

- ♦ Systems of recording are all up to date: including allergens, COSHH, cleaning records, stock take and wastage
- ♦ Visitor Feedback survey scores

The Key Responsibilities, 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.

How to Apply

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 26th April 2026.

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 – Leith Hall"