

Job Description

Job Title:	Kitchen Assistant
Status	Permanent
Working Hours	1-35 hours/week
Salary	£5.28-£10.42/hour depending on age/experience (Grade 1)
Location:	Abbotsford, Melrose
Reporting to:	Kitchen Lead

Employee Benefits

- Pension contributions matched up to 4% of salary
- Free parking – enjoy free family walks any time at Abbotsford
- Staff discounts in our shop and café, for public events and self catering bookings

About Us

Abbotsford was designed and built by the famous author Sir Walter Scott as both his home and the location for his extensive collection of books and historical memorabilia, and was first opened to the public in 1833, five months after his death. After the death of his last descendent in residence Dame Jean Maxwell-Scott in 2004, The Abbotsford Trust was created. Our mission is to inspire, inform and engage audiences in the life and legacy of Sir Walter Scott. As custodians of Abbotsford we aim to safeguard the house, collections, gardens and estate for future generations, enabling diverse communities to benefit from all that we care for.

Abbotsford is considered to be one of the most important heritage sites in Scotland and is becoming increasingly important to its local community as a place to find natural beauty, culture, entertainment, and enjoy a fun family day out. Through our community programme we support people with a variety of needs, and we are supported by a thriving community of volunteers.

Job Purpose

- To produce stipulated items related to the menus and functions to the establishment's standard, to satisfy diner expectations.

Key Responsibilities

- Assist with all food preparation in line with current food hygiene regulations.
- Produce items related to the menus and to the establishment's standard, to satisfy diner expectations

- Work in all areas of the kitchen as is required to ensure smooth service is delivered at all times
- Uphold morale in the kitchen
- Attend kitchen meetings
- Uphold and embody the Abbotsford standards and ethos

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specification

Knowledge and Experience

- 1 years' experience working in a busy kitchen is desirable

Skills and Abilities

- Organisational skills
- Excellent communication skills, customer skills
- Team Player
- Ability to follow instructions
- Committed to team, establishment and excellence
- Positive attitude
- Ability to work competently under pressure
- Reliable & flexible to change

Personal Qualities

- Commitment to the Abbotsford Trust's mission, vision and values
- Commitment to Equality and Diversity and understanding of how they may apply within own role and customer relations