

## Job Description

<b>Job Title:</b>	<b>Kitchen Lead</b>
<b>Status</b>	Permanent contract
<b>Working Hours</b>	Full Time 40 hrs per week, 5 out of 7 days.
<b>Salary</b>	£12.00 per hour
<b>Location:</b>	Abbotsford, Melrose
<b>Reporting to:</b>	Commercial Manager

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## 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 assist in the contribution and management of the implementation of the food, beverage, and service SOP's. Assist with recruiting, managing, and training the kitchen team, while maximising resources to exceed both revenue targets and reputation for the food, beverage, and service quality.

## Job Description

- Assist the Commercial Manager in the kitchen operation and ensure the company's reputation for food quality is always maintained.
- Assist in the preparation and cooking of menu items.
- Contribute to the development and planning of menus, including future food trends, and using Scottish produce grown on site.
- Support Commercial Manager with stock taking.
- Carry out the smooth and efficient running of the kitchen.
- Assist with training and developing the team.
- Maintaining food safety and health and safety standards

### **Qualifications**

- You have the ability to work within a team as well as upholding health & safety and food safety standards.
- You will have experience within a similar role, supervisory experience and be financially aware.
- Display a real passion for celebrating Scottish produce.

### **Key Responsibilities**

- Planning & Organising
- Customer Relationships
- Team Leadership
- Assist in the development of individuals & teams.

## **Person Specification**

### **Knowledge and Experience**

- Communication and Leadership Skills
- Problem Solving and Decision Making
- Pro-Active Behaviour
- Flexibility

### **Personal Qualities**

- Commitment to the Abbotsford Trust's mission, vision, and values
- Understanding of the importance of confidentiality and ability to work with sensitive information relating to Abbotsford.
- Commitment to Equality and Diversity and understanding of how they may apply within own role and customer relations.