

MOAT BRAE TRADING COMPANY

PART TIME ASSISTANT CHEF

JOB DESCRIPTION & PERSON SPECIFICATION



SUMMARY

Job Title:	Assistant Chef
Location:	Moat Brae, 101 George Street, Dumfries
Salary:	£20,000 <i>pro rata</i>
Job Purpose:	To deliver high-quality visitor service including; menu design, food production and catering for events and other service offers.
Responsible to:	Chef, Visitor Attraction Manager and Front of House Managers.
Responsible for:	General Kitchen Assistants.
Other Contacts:	Centre Director, Creative Learning ,Outreach and Engagement, Marketing, volunteers and members of the public.
Hours:	Normal hours are 18 per week worked over 3 days, to cover shifts by agreement as part of a 7-day-a-week operation. Evening and weekend work will be necessary.

BACKGROUND

Moat Brae is a B-Listed Georgian townhouse and garden in Dumfries, southwest Scotland, which is associated with JM Barrie, the author of Peter Pan. The house was restored by the Peter Pan Moat Brae Trust (PPMBT), a charitable company limited by guarantee and restored as a magical visitor attraction, the National Centre for Children's Literature and Storytelling, as well as a Neverland themed open space on the River Nith amidst our maturing garden. We welcome at least 25,000 visitors annually from across the globe to host our Creative Learning, Engagement and Outreach programme of arts-based activities.

The attraction also relies for its income on a 40-cover café and a programme of commercial events and associated venue hire; ranging from birthday and dinner parties to musical evenings, weddings and conferences, all of which are run by the **Moat Brae Trading Company** (the Trading Company) commercial arm of the Trust and the employer for this post.

KEY RESPONSIBILITIES

The Assistant Chef is responsible to aid the Chef in the full time operation of the kitchen to assist in providing a high-class visitor service and to ensure that operational KPIs and targets are met.

Delivering a high-quality standard of menu design, food preparation, ordering and production for a 40-cover café, catering for commercial events and other service offers such as meetings, conferences and book launches, etc.

The post-holder will be responsible to assist with menu development, in liaison with the Chef and Visitor Attraction Manager, Front of House Managers, marketing, event planning and suppliers, as appropriate. The role is integral to the commercial and operational success of Moat Brae and the Chef is required to follow all operational and safety procedures to support this delivery.

The Assistant Chef is responsible for the supervision of and correct briefing of relief staff. Where required, the Assistant Chef will support Front of House service.

KEY DUTIES

Food Preparation and Planning

- Assist the Head Chef with menu development, innovation, preparation, cooking and presentation of a high-quality food and drink offering, in a timely manner and correct sequence.
- Assist the Head Chef to ensure seasonality and a variety of choice in menus to cater for the range of customers at Moat Brae, to align with our brand pillars of inclusion and diversity, and cater for collateral special dietary requirements including; vegetarian, vegan, Halal, Kosher, dairy and gluten free options.
- Assist to develop and monitor supply chain to ensure excellent quality and consistency of product, following best practice and systems for procurement
- Accountable for cost effective stock management, ordering, storage, waste control and shrinkage.
- Ensure staff are briefed about menus, allergens and other relevant information
- Supervise catering for private hires and events
- Assist in the promotion of menus for private hires and events liaising with the management team as appropriate

Systems, Processes and Administration

- Support a Health and Safety culture by ensuring due diligence and compliance with H&S, food hygiene, environmental health standards and daily record keeping in line with current legislation and risk assessments.
- Ensure longevity of the Trust's buildings and fittings is maximised through appropriate use, maintenance and replacement requirements.
- Understand and adhere to the sale of alcohol legislation under the Premises Manager.
- Maintain effective stock control; placing orders, goods receipt and overseeing stock checks
- Assist the Chef, Visitor Attraction and Front of House managers to review sales, prices and suppliers regularly and as appropriate.
- Assist the Chef, Visitor Attraction and Front of House Managers with training of catering staff.

PERSON SPECIFICATION

Experience

- Minimum of two years' experience in a similar kitchen environment
- Demonstrable passion for exceptional customer service, as required of all staff
- Excellent supervisory skills, to support staff on a daily basis
- Strong commercial experience and understanding of budget management
- Previous training and qualifications are desirable, additional relevant training will be offered

Skills

- Food preparation, production and menu composition
- Strong knowledge and experience of following kitchen systems
- Certification in food safety and health and safety processes including development of HACCP procedures
- Strong communication, literacy and numerical skills including; verbal, written and I.T
- Strong initiative, time management and organisational skills

Attributes

- An interest in local food and drink would be advantageous, as would an interest in the broader work and outreach of the Peter Pan Moat Brae Trust.

TERMS & CONDITIONS

Employer: The employer for this post is the Moat Brae Trading Company, the commercial arm of the Peter Pan Moat Brae Trust (PPMBT).

Basis: The post is permanent and full time, normally 18 hours a week.

The hours include weekend and weekday shifts, to be agreed with occasional evening work required.

The key responsibilities including; duties and requirements, specification, skills, experience and attributes reflect the job at 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 role and the post-holders general abilities.

Overtime is available for this post at existing rates of pay, but time off in lieu can be arranged by agreement with the Visitor Attraction and Front of House Managers.

This post is not considered as Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. However, if deemed appropriate, the successful candidate may be required to join the PVG Scheme or undergo a PVG scheme update check (at the employer's expense) prior to formal offer of employment being made by the Trading Company.

Location: The post is based at Moat Brae, 101 George Street, Dumfries. The working environment takes account of the safety restrictions imposed by the current public health emergency.

Probationary period: The appointment is subject to a probationary period of three months. However this probationary period may be extended at the discretion of the management.

Annual leave: The post-holder is entitled to 29 working days holiday per annum *pro rata* inclusive of public holidays.

Sick pay: Statutory provisions apply.

Pension: The Trading Company offers a workplace pension scheme under the Government's auto-enrollment project.

Discipline & Grievance: This post is subject to a disciplinary and grievance procedure approved by the Trading Company, a copy of which will be provided.

Private work: On occasions, members of staff may wish to take on private work. The Trading Company has no objection to this provided that the employee notifies their line manager, making clear that it is done in a private capacity and that there is no conflict of interest, and receives the Trading Company's prior written consent.

Canvassing: Canvassing either directly or indirectly will disqualify. If you are related to a member of the Trading Company or the PPMBT you must declare this at interview.

Notice period: One months' notice of termination of contract by either party shall apply.