

A stylized map of Scotland is centered on the page. The map is light green and semi-transparent. Overlaid on the map are several colorful triangles: a blue triangle at the top left, a yellow triangle at the top center, a green triangle at the top right, a pink triangle at the top right, a light orange triangle at the center, a light purple triangle at the bottom center, and a light grey triangle at the bottom center.

Recruitment Pack for

Kitchen Assistant

Hours: 20 hours per week (Temporary 3-month contract)
Location: The Great Tapestry in Scotland, Galashiels
Closing Date: 21st April 2024
Job Ref No: 0804
Salary: Grade 5 £12.89 - £13.93 per hour (£24,872 - £26,867) (pay award pending)

This pack includes details about our organisation to assist you with your application:

- Job advert
- Introduction to Live Borders
- Our Strategic Vision
- Our Department
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.

Job Advert

We are looking for part time chef / kitchen assistant to work 20 hours a week at The Great Tapestry of Scotland. Applicants must have the ability to work a flexible schedule, including weekends, and occasionally early mornings however, evenings are very rare. We are looking for an outgoing, friendly and committed person who is willing to learn and be part of a great small team. You don't need years of experience as long as you take pride in your work with a willingness to learn on the job, we will teach you everything you need to know.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

Our Department



The Great Tapestry of Scotland tells the inspirational true story of the country's history, heritage and culture (from 8500 BC to present day). It was hand stitched by over 1000 people in communities across Scotland. The purpose-built visitor centre in Galashiels in the heart of the UK's premier textile region is now the permanent home of the Tapestry and opened in September 2021. We achieved VisitScotland's five-star accreditation within 4 months of opening, and have been awarded numerous awards for architecture, design and interpretation.

In addition to showcasing the Tapestry and telling the story of Scotland through interactive displays and audio guides, there are nationally significant changing exhibitions and education activities; a gift shop and a successful café with seasonal and local produce from Scotland's very own Larder; as well as a programme of events.

We are looking for a highly motivated Seasonal Kitchen Assistant to join our successful catering team, whose responsibility it is to deliver a highly quality menu for our Stitchers Café as well as providing catering for events.

The Great Tapestry of Scotland is a must see, significant and sustainable, high quality visitor experience celebrating the remarkable that brings new and repeat visits to the area and supports other tourist related business, particularly in the Borders.

If you enjoy making a difference and want to work with a successful, motivated team then this post will be of interest to you. Contact us today!

JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Kitchen Assistant (Great Tapestry of Scotland, Galashiels)
Reporting to:	Head Chef

Job Purpose:

The kitchen assistant is responsible for supporting the head chef in delivering high quality food befitting a 5-star visitor attraction. This includes compiling order lists, prep lists and ensuring the kitchen is ready for service with a fully prepped menu, catering prepared for any visiting groups and all staff briefed on any specials.

They will ensure the highest standards of service, presentation and cleanliness are met at all times.

Key Accountabilities:

1. Contribute ideas to menus showing innovation and profitability.
2. Checking in any deliveries to ensure outstanding quality and consistency of product from suppliers
3. Manage food preparation and service, control portion size and food waste.
4. Ensure staff are briefed on menus for allergens and other relevant information to ensure public safety.
5. Assist with all aspects of food safety in the kitchen in line with current legislation.
6. Assist with effective stock control and carrying out stock checks.
7. Comply with, and ensure compliance with, all Live Borders policies and procedures.
8. Ensure services meet Health and Safety standards established by Live Borders.
9. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.

This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of GTOS or Live Borders

Other details:

Requirement to work out of hours on occasion

Requirement for PVG/Disclosure check – None.

Person Specification:

EDUCATION			
Essential	Key	Desirable	Key
Food & Hygiene Certificate at Level 2	App	Professional Cookery and/ or bakery qualification	App
Good all round standard of education	App	Food & Hygiene Certificate at Level 3	App
		Certificate in food safety and Health & Safety processes including development of HACCP procedures	App
EXPERIENCE			
Essential	Key	Desirable	Key
Minimum of 2 years hands on kitchen (cooking and baking) experience in a commercial kitchen or similar environment	App./ Int.	Experience of working to a budget, including stock and cost control	Int.
Minimum of 2 years management experience in a commercial kitchen or similar environment			
Experience of working as part of team	App./ Int.		
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Confident communicator, able to remain calm under pressure and provide excellent customer delivery	Int.		
Good knowledge and experience of following kitchen systems, food prep, production and menu composition	App.Int.		
Self motivated and effective in time management	Int.		
To work flexibly to changing routines	Int.		
Ability to work independently and know when to involve other	Int.		
Excellent personal hygiene	Int.		
IT Literate	Int		

Assessed by:

App. = Application Int. = Interview Ref. = References T. = Interview Test

SUMMARY OF CONDITIONS OF SERVICE

- Location:** **The Great Tapestry of Scotland Galashiels** (colleagues may be required to work at any Live Borders site during their career with us).
- Hours of Work:** **20** hours per week worked as agreed with line manager
- Payment Method:** Paid monthly on the last banking day of each month.
- Annual Leave:** Up to 2 years' service = 30 days (pro-rata for part time)
Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
- Public Holidays:** 4 designated public holidays per year (pro-rata for part time)
- Notice Period:** 4 weeks, as detailed in any offer of employment
- Pension:** Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
- Equal Opportunities:** Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
- Sickness Allowance:** Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
- Presentation:** Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
- Other Benefits:** Free access to all our sports facilities
Cycle To Work Scheme
Access to ASVA
Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.