



RECRUITMENT PACK

Kitchen Assistant (Seasonal)





CONTENTS

About Live Borders

A message from our CEO

The Role

Key Responsibilities

Knowledge and Experience

Packages and Benefits

Next Steps



ABOUT LIVE BORDERS

Live Borders is a forward-looking charitable trust at the heart of the Scottish Borders, delivering active, creative, heritage, life-long learning and community services that make a real difference to people's lives.

We exist to help communities thrive - physically, creatively and socially. Every day, our teams support people to be active, curious and connected, whether that's through sport and fitness, libraries and learning, arts and heritage, museums, events or community programmes.

Since our establishment in 2016, Live Borders has brought together sport, leisure, culture and learning services into one organisation with a shared purpose: to improve wellbeing, reduce inequality and strengthen communities across one of Scotland's most distinctive regions.



A PLACE-BASED ORGANISATION DELIVERING SOCIAL IMPACT

The Scottish Borders is a unique place - rural, diverse and deeply connected to its communities. Live Borders reflects that. We deliver services across towns, villages and rural communities, reaching people of all ages and backgrounds.

Each year, we support more than a million visits to our sport and leisure facilities and hundreds of thousands of visits to our cultural venues and services. But our ambition goes beyond numbers. We want to ensure that what we offer is relevant, inclusive and responsive to the changing needs of the communities we serve.

We reinvest every penny we generate back into services and communities, ensuring public value and social impact sits at the heart of everything we do.

A TIME OF OPPORTUNITY AND CHANGE

Live Borders is on an exciting journey. With new leadership and a clear focus on impact, we are strengthening how we engage with communities, partners and stakeholders, and how we tell our story.

This is a place for people who want to make a difference - who are motivated by purpose, but also excited by change, improvement and innovation.



A MESSAGE FROM OUR CHIEF EXECUTIVE

Thank you for your interest in joining Live Borders.

Live Borders plays a vital role in the life of the Scottish Borders. Every day, our teams support people to be active, creative, curious and connected, through active living, creativity, culture and heritage, learning and community services. The impact of this work is felt across our communities, and it matters deeply.

We are a values-led organisation with a strong sense of purpose, and we are also one that is evolving, responding to the changing needs of our communities, the challenges facing the public and third sectors, and the opportunities ahead of us. This is a moment to be ambitious, thoughtful and bold about how we deliver our services and how we engage with the people we serve.

Everyone who works at Live Borders plays a part in our success. We are looking for people who care about people and place, who bring ideas, enthusiasm and commitment, and who want to do work that makes a positive difference. Whether your role is frontline, operational, specialist or strategic, you will be supported to contribute, grow and do your best work.

At Live Borders, we value openness, inclusion and teamwork. We believe that empowered people deliver the best services, and we are committed to creating an environment where our teams can grow, develop and do their best work.

If you are motivated by purpose, excited by change and keen to be part of an organisation rooted in community and impact, I encourage you to consider joining us.

I look forward to welcoming you to Live Borders.

Catriona McAllister
Chief Executive
Live Borders



THE ROLE

Hours: 16 Hours Per Week

Location: The Great Tapestry of Scotland

Salary: Grade 2 £13.78 - £14.12

(£26,585.48 - £27,241.43)

Job Description

The Kitchen Assistant will be required to assist with a wide range of tasks in the busy GTOS kitchen from preparing dishes, assisting with event set ups, assisting with service, clearing tables in the café, washing up and maintaining the high standards of kitchen cleanliness and hygiene.

Some experience of a professional kitchen environment is required but we can show you the rest.



KEY RESPONSIBILITIES

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.

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 carry 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.



KNOWLEDGE & EXPERIENCE

EDUCATION

Essential	Assessed	Desirable	Assessed
Food & Hygiene Certificate at Level 2	App	Professional Cookery and/ or bakery qualification	App

EXPERIENCE

Essential	Assessed	Desirable	Assessed
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	Assessed	Desirable	Assessed
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.		
Excellent personal hygiene	Int.		
IT Literate	Int.		

KEY

App – Application; **Int** – Interview; **Ref** – Reference; **Test** – Test

OTHER DETAILS

- Undertake any other reasonable duties which may be requested by Live Borders
- Requirement to work out with normal hours (evenings/weekends): Occasional, by arrangement
- Full UK Driving Licence and access to vehicle essential.
- Live Borders offers a flexible working environment, with a hybrid approach.



PACKAGES & BENEFITS

Pension: Starts with a 5% company contribution into an Aviva scheme, increased to 10% after 2 years service. After 5 years service, you can join the Local Government Pension Scheme (current company contribution is 17%)

Holidays: Starts at 30 days of annual leave plus 4 public holidays (for Christmas and New Year). Increases with service up to a maximum of 35 days after 6 years' service.

Free membership at our Gyms & Swimming Pools

Free entry to our Attractions (e.g. The Great Tapestry of Scotland, The Jim Clark Motorsport Museum)

Death in Service benefit of 3 times salary

ASVA membership: We are a corporate member which means staff can get free access to other member attractions, including Edinburgh Zoo and Historic Scotland sites.

Cyclescheme: Saves the employee tax and NI contributions on the purchase of a new bike and accessories

Help@Hand: Employee assistance programme which includes a variety of services including a 24 Hour advice and information line with support including -

- Counselling and legal information
- Financial Support
- Remote GPs: where employees can arrange a call back from a practising UK GP 24/7
- Savings and discounts - access savings and rewards across a variety of big brands



NEXT STEPS

If you would like more information or an informal chat about the role, please contact Ryan Edmison redmison@liveborders.org.uk

If you would like to apply for this post, head to <https://liveborders.bamboohr.com/careers>

Hours: 16 Hours per week

Location: The Great Tapestry of Scotland

Salary: Grade 2 £13.78 - £14.12
(£26,585.48 - £27,241.43)

Closing Date: Monday 13th April 2026 at 9am

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.

We look forward to receiving your completed application.