



# Almond Valley Heritage Trust

**Job Title:** Chef Manager

**Reporting to:** Director

**Contract:** Permanent, Full Time

**Hours:** 40 hours per week

**Salary:** £14.74 – £15.75 per hour, dependent on experience (equivalent to approx. £30,659 – £32,760 per annum for full-time hours)

**Location:** Livingston (West Lothian)

## About Almond Valley Heritage Trust

Almond Valley Heritage Trust is a much-loved family attraction and heritage charity, welcoming over 160,000 visitors each year. Our mission is to offer a first-class visitor experience that weaves storytelling, history, and education into all aspects of our work – including our food offerings. Our on-site farm and growing facilities provide opportunities to create a food program that reflects the local history and heritage of Mill Farm and the wider region.

## About the role

We are seeking a passionate, innovative, and experienced Chef Manager to lead our culinary team in transforming our food offerings. This is a unique opportunity to work within a fun, fast paced family-friendly environment, integrating seasonal, locally grown produce into menus that appeal to a diverse audience while maintaining high standards of quality, value, and variety.

## Key Responsibilities

- **Menu Planning and Execution:** Create and plan menus. Oversee food preparation and presentation to ensure high-quality dishes, monitoring wastage and portion control.
- **Employee Management:** Recruit, train, and supervise all kitchen staff and work with the front of house Assistant Manager to deliver the best customer experience. Provide continual guidance, coaching, and performance feedback to kitchen team.
- **Health and Safety Compliance:** Ensure adherence to health and safety regulations and food safety protocols/policies. Create an environment that has safety embedded in the culture. Maintain CookSafe and allergen records and facilitate toolbox talks and wider training for kitchen staff to prioritise a safety-first culture.
- **Inventory and Cost Control:** Monitor and manage stock levels, sensible approach to ordering supplies.

- **Customer Relations:** Interact with customers to understand their specific catering needs and preferences and maintain an open channel of communication to address any concerns or requirements. Consistently seeking feedback is key to success.
- **Budget and Financial Management:** Develop and manage kitchen budgets, report on financial performance and implement any cost savings required without impacting delivery of excellence.
- **Compliance and Documentation:** Maintain accurate records of inventory, orders, and food preparation processes and ensure compliance with all regulatory requirements.

## **Key Skills & Experience**

- Proven experience within similar role
- Excellent creative culinary skill
- Comprehensive knowledge of food safety and health and safety regulations and track record in implementation of regulations and staff training in this area
- Leadership and team management abilities
- Excellent communication and interpersonal relations skills
- Proficiency in food cost management
- Ability to adapt and work in a fast-paced environment

## **Holiday allocation:**

- 32 days per annum including bank holidays (pro rata for part time staff)

## **Pension:**

- Automatically enrol team members into our workplace pension operated by Royal London

## **Workforce Benefits:**

- Free on-site car parking
- Staff Pass provides access to the site for free.
- ASVA Card Access, Team members have access to The Association of Scottish Visitor Attractions card which allows free entry to a huge range of visitor attractions throughout Scotland.
- Discount in the tearoom and gift shop

**Closing Date:** Midnight, 9<sup>th</sup> May 2025

Interviews will be held the week commencing: 12th May 2025

TO APPLY – please email us at [jobs@almondvalley.co.uk](mailto:jobs@almondvalley.co.uk) with a full CV, and a covering letter demonstrating your suitability for the role.

If you have any queries or would like to discuss an application in an alternative format please email [jobs@almondvalley.co.uk](mailto:jobs@almondvalley.co.uk)

### **Equality and Diversity Commitment**

Almond Valley is an equal opportunities employer. We are committed to offering equal opportunity for all and to providing employees with a work environment free of discrimination and harassment and are working hard to create a space in which people from all walks of life see themselves.

We are committed to increasing the diversity of our team and encourage applications from people currently under-represented groups, targeting in particular people of the Global Majority and Deaf or disabled applicants.