



JOB DESCRIPTION

Position:	Kitchen Assistant
Reports to:	Executive Chef
Salary:	National Living Wage
Location:	Dumfries House, Cumnock

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

As a member within the kitchen department your responsibilities will be to assist in the smooth running of the department, adhering to environmental and health and safety standards, insuring the completion of the cleaning schedule.



Key Tasks

Specific Duties will include:

- Responsible for writing and insuring the completion of the cleaning schedule.
- Procurement of cleaning materials.
- Adhering to food hygiene standards.
- As a member of the kitchen department, you are expected to support the kitchen team in the delivery across the estate which may include the following;
 - General cleanliness in all kitchen outlets.
 - Kitchen vehicles kept hygienic.
 - Food delivery on the estate and occasionally off site.
 - Stock control and storage of cleaning materials.
 - Cleanliness and maintenance of the kitchen.

It is in the nature of the work of the King's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their Job Description have to be undertaken.

Person Specification

The essential skills, knowledge and experience required are:

- A good level of work ethic.
- Ability to work allow as well as part of a team.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- Good organisation skills and the ability to work with minimal supervision.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds.
- Some travel within the UK may be necessary.

Other:

- The post will be based at The CookSchool, Dumfries House Estate, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- Variable hours contract. Day and Evening shifts.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter. Word docs and PDFs only, no external links e.g. Google Drive) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.