



The MacDougall of Dunollie Preservation Trust

Visitor Services: Catering Coordinator | Job Description

Annualised Contract | 1,183 hours p/year | £15,514 per annum (£24,549 pro rata) | initial 12-month contract, with the possibility of renewal.

Working Pattern: Please note that this is an annualised contract. We would expect the postholder to work Monday – Friday, 9am - 4:30pm during the season (April - October), with the remaining hours to cover events during the winter months.

Salary payments paid in equal instalments over a 12-month period.

Location: Dunollie Museum, Castle & Grounds, Oban, Argyll

www.dunollie.org

Start Date	End Date	Application Deadline
17 March 2023	16 March 2024	5 February 2023

About Dunollie

Dunollie Museum Castle and Grounds is an independently run charity based 1 mile north of the town of Oban, on the west coast of Scotland. Dunollie Castle is the historic seat of the Clan MacDougall and the site is soaked in over a thousand years of history. The Castle ruin and the 1745 House Museum are surrounded by woodlands and green spaces and with spectacular views out to the islands of Kerrera and Mull it truly it is one of the most picturesque locations on the west coast.

From 2 April – 27 October 2023, Dunollie will be open from Sunday-Friday 10am - 4pm.

Purpose of the Role

The purpose of this role is to open and run the daily food and drink preparation and service at The Kettle Garden Café; a small café with outdoor seating (approx. 20 covers) based in the grounds of Dunollie.

Why work at Dunollie?

- You will be joining the team at an internationally significant heritage site and cultural centre at an exciting stage in its development.



- You will meet and work with a wide variety of people, including staff, trustees, other volunteers and visitors from around the globe.
- Dunollie is committed to the personal and professional development of its staff team. In this role you will develop skills and knowledge of the heritage and tourism sector.

Responsibilities

- Planning and preparing the daily savoury menu and home baking.
- Food Hygiene overview and record keeping, including cleaning and tidying the kitchen area at the end of each day.
- Ordering/maintaining stock and supplies.
- Ensuring excellent customer service and maintaining the positive reputation of the Kettle Garden Café.
- Coordinating the small team of Catering Assistants to ensure shifts are covered during opening hours.
- Serving customers during opening hours, including making coffees and other hot drinks, with the help of Catering Assistants.

About you

Essential:

- Previous experience of preparing savoury food and/or baking in a commercial kitchen environment.
- An understanding of Food Hygiene record keeping and practical responsibilities.
- Cash and credit card handling experience.
- Excellent organisational skills, with an ability to work under pressure during busy periods.
- Good communication skills and a commitment to excellent customer services, including a friendly, helpful, and welcoming approach to all.
- An ability to work alongside others and delegate if required.
- A willingness to develop own knowledge of the local area, Dunollie Museum, Castle and Grounds and the history of the Clan MacDougall.

Desirable:

- An up-to-date Level 3 Food Hygiene Certificate
- Barista Training

Full training will be given, including food hygiene and barista service. Candidates must be available for training during the w/b 20 March 2023.



To Apply

Please apply using an update to date CV and Covering Letter, outlining your suitability for the role. Applications can be submitted to info@dunollie.org or delivered to Dunollie Museum, Castle and Grounds, North Wing, Dunollie House, PA34 5TT.

Interviews scheduled to take place the week beginning the 13 February 2023.

For an informal discussion about the role, please contact Emma Sutcliffe (General Manager) by emailing emma@dunollie.org or by phoning 01631 570550 during office hours (Monday-Friday, 9am-5pm).