



THE BURN

Job Title:	Cook
Reports to:	Catering Manager
Staff reporting:	None
Based at:	The Burn, Glenesk, Brechin, DD9 7YP
Salary:	£14ph, 20 hrs per week

Job purpose

The Cook works closely with the Catering Manager to produce all menus for all guests who stay at The Burn. This includes breakfast, lunches and suppers. We also offer home-baked bread, cakes, granola and biscuits as part of the Welcome Packs for our holiday let guests.

The Cook is responsible for maintaining the highest standards of Food Safety & Hygiene in all food-related tasks and catering operations, and will need to be knowledgeable about allergens and special dietary requirements as we welcome an international audience with diverse cultures and culinary expectations.

This is a key role as part of a dedicated small team looking after lots of groups of students, both under- and post-graduate, as well as alumni, fellows and our commercial group guests.

Key responsibilities

Delivering the best catering offer

- Prepare fresh ingredients to create the breakfast, lunch, packed lunches, afternoon cakes and supper menu choices for our guests.
- Batch cook dishes to freeze or chill.
- Prepare alternative options to the set menus for the diverse range of dietary requirements from our international clientele.
- Ensure all dishes are ready to serve at set meal times. Make arrangements for hot-holding for occasional late-arrivals. Create ambient options for early morning guests.
- Work within strict food hygiene guidelines, controls and regulations.
- Act as sole Cook for groups. Work with Catering Manager to be part of a rota so that all meal times are covered.

Cost control

- Be aware of the cost of ingredients and work to minimise wastage, such that a budgeted gross profit is made on our catering offer.
- Follow costed menus and utilise any estate produce to reduce costs.
- Be energy-aware in food production and in the kitchen operation generally.

Food hygiene and kitchen maintenance

- Ensure all food items are stored in accordance with the food hygiene legislation, taking care over stock rotation, minimising waste and temperature control and monitoring, during delivery, storage, cooking and service.
- Keep all areas of the kitchen, all equipment and utensils hygienically clean, free from potential contamination and in designated containers or areas of storage.
- Ensure you are in the correct uniform, wearing appropriate protection, such as gloves, hairnets, aprons, etc., so that our food hygiene standards are excellent and monitored and recorded.
- Assist Catering Manager with recording of temperatures of food and chilled/frozen storage units.
- Assist Catering Manager with the safe receipt of deliveries including temperature monitoring and prompt storage of all food items to maintain required standards of food safety throughout all stages.

Administration

- Assist with placing orders with our approved suppliers in time for delivery to suit our needs, using the appropriate Burn systems and processes.
- Assist with stock takes and working out costings for dishes to help the Catering Manager achieve the budgeted GP margin.

Health and safety

- Be aware of and responsible for the relevant Health & Safety legislation pertaining to this post. A Level 3 Food Hygiene Certificate is necessary for the scale and scope of this post.
- Be aware of general H&S requirements across The Burn Mansion and Estate. Advise the Responsible Person of any concerns or defective equipment that could cause an accident or incident.

Person specification

Qualifications and training

- A current Level 3 Food Hygiene Certificate required.

Knowledge and experience

- Demonstrated experience preparing breakfast, lunch, supper, packed lunches, cakes and baked goods for diverse groups.
- Experience working in a professional kitchen environment and following strict food hygiene controls and regulations.
- Knowledge of allergens and special dietary requirements, including international and culturally diverse needs.
- Experience managing food storage, stock rotation, temperature control, and safe receipt of deliveries.

Skills and abilities

- Ability to prepare fresh, high-quality ingredients and deliver meals on time for set service periods.
- Ability to batch cook and produce chilled or frozen dishes.
- Ability to produce alternative menu options for dietary requirements.
- Strong food safety & hygiene practices, including maintaining clean workspaces, equipment, and personal protective standards.
- Ability to work independently as the sole Cook, and collaboratively as part of a rota with the Catering Manager.

Administrative and operational competence

- Ability to assist with ordering supplies.
- Ability to assist with stock takes and food costings.
- Flexibility to meet early mornings or some late-arrival meal preparations.
- High attention to cleanliness, hygiene and food contamination prevention.

How to apply

Please submit your CV, and a short covering letter, stating why you would like to apply and how you meet the essential criteria in the job description and person specification, to: Zakiyah Kihl at jobs@goodenough.ac.uk by **26 March 2026**.

Interviews will be conducted at The Burn and you will need your own transport due to the rural, remote location of The Burn.

Applicants are encouraged to contact Jan Clarke, the Bursar, at jan.clarke@goodenough.ac.uk for further information and we actively encourage prospective candidates to visit The Burn.

Applicants must provide evidence of the right to work in the UK.

Goodenough College (parent body of The Burn) is committed to and proud of its equality of opportunity and diversity in employment. We welcome all applicants. If invited to interview, please let us know of any specific access requirements you may have.