



## Application Pack

## Number 30 Café Cook Supervisor



March 2024



Huntly Development Trust, Brander Building, The Square, Huntly, Aberdeenshire, AB54 8BR  
01466 799416 ● hdt@huntly.net ● www.huntlydt.org

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## Introduction

Huntly Development Trust (HDT) is an ambitious, active community-led company and charity working to make Huntly and District a better place to live, work and visit.

Since 2019, HDT have embarked on an ambitious plan to acquire, refurbish and bring into use, key buildings in Huntly town centre. The aim is focussed on community ownership and management of town centre buildings to provide community needs and revitalise the town centre.

As Number 30 has now been fully refurbished following a £3.6m programme of work, the aim is to have the facility fully open from around June 2024.

This application pack introduces you to the application process, HDT, Huntly, Number 30 and the role. If you have any queries, or would like an informal discussion about the role, please contact – Nicola Baird - [Number30@huntly.net](mailto:Number30@huntly.net)

## 1. The Application Process

### 1.1 Overview

The timetable for the application process is as follows:

<b>Sunday 21<sup>st</sup> April</b>	Deadline for receipt of applications by e-mail to <a href="mailto:Number30@huntly.net">Number30@huntly.net</a>
<b>w/c Monday 29<sup>th</sup> April</b>	Applicants informed whether they have been short-listed for interview and about the interview format.
<b>w/c Monday 6<sup>th</sup> May</b>	Interviews in Huntly/Number 30
<b>w/c Monday 13<sup>th</sup> May</b>	Interviewees informed of the outcome
<b>As soon as possible thereafter</b>	Successful candidate takes up their post

HDT reserves the right to amend this timetable without notice.

### 1.2 How to Apply

By **midnight on 21<sup>st</sup> April**, applicants should send to:

[Number30@huntly.net](mailto:Number30@huntly.net)

- A letter of application explaining your interest in the post (2 pages of A4 max)
- Your CV, including your contact details.
- The names and contact details of two referees, one of which should be your current or most recent employer. These referees may be contacted by HDT prior to your interview. If you do not wish your referees to be contacted unless you are offered the job, please indicate this clearly in your letter of application.

Thank you for your interest in the vacancy and in Huntly Development Trust.

## 2. Number 30 The Square

In July 2019 HDT successfully secured funding through the Aberdeenshire Town Centre Fund to buy Number 30, bringing it into community ownership, and then formed plans to develop the building into a multi-use centre which would become an asset benefitting the whole community and its visitors in line with the vision developed through the town strategy – Room to Thrive.

Number 30 was originally built as a department store, Cruickshanks, around 1875 and operated as a shop until its closure in 2018. It's dually listed, Category B and C and has over 1250sqm of space over two and a half floors.

Following HDT securing £3.5m of funding, refurbishment work began in late 2020 and was completed in early spring 2024.

This large building is very flexible in the way it can be used ensuring that it can meet both current and future community needs and has the huge advantage of being fully accessible over all floors, an air source heating and cooling system with solar panels and provides a Changing Places facility.



*New entrance from The Square.*

The building now incorporates a 60-seat cinema incorporating event cinema/performance space and having retractable seating means when it's not in use as a cinema, offers space for other activities. There is a co-working facility over two floors, with both hotdesking and fixed or contract desking and meeting rooms, and additionally there's a 50-cover café, a retail area and a large training suite suitable for a range of pursuits. The building also has a beautiful gallery/event room (shown below) suitable for many and varied exhibitions, events and functions.

High speed fibre broadband is installed, and all the rooms have an abundance of natural light following the installation of numerous new windows and large skylights.



This stunning 21<sup>st</sup> C facility will inspire creativity and innovation, provide a host of opportunities and become the friendly and hospitable centre for many activities benefitting both the local community and its visitors.

To help deliver the superb café and related cinema offering, we are now seeking a highly enthusiastic and experienced person to bring their passion and skills to this new business to provide the local community and its visitors a high quality hospitality experience.

### 3. Number 30 Café Cook Supervisor - Job Description

<b>JOB DESCRIPTION</b>	HDT/021
<b>POST TITLE</b>	Number 30 Café Cook Supervisor
<b>CONTRACT TYPE</b>	Permanent (40 hours/week)
<b>REPORTS TO</b>	Number 30 Business and Operations Manager
<b>REMUNERATION</b>	£15.38/per hour plus contributory Pension Scheme

#### Background and Job Purpose

Huntly Development Trust (HDT) is an active community anchor organisation serving the market town of Huntly, Aberdeenshire and its wider rural catchment. HDT aims to develop and deliver a variety of initiatives to improve the quality of life in Huntly and District.

HDT is a key member of the Huntly Town Team, a multi-stakeholder group, working to develop and deliver a community-led strategy for Huntly, "Huntly 2030". Community consultations undertaken to develop the strategy have identified that improvement of Huntly Town Centre is a priority for action.

Following the acquisition of Number 30 The Square, a landmark Huntly town centre building in 2019, HDT successfully secured funding and have refurbished it to create a multi-use centre offering a diverse range of facilities that include a café; cinema/performance venue; gallery/event space, coworking centre; heritage, visitor and green travel information; learning, training and conference space together with community and retail all of which will provide opportunities for jobs, training, learning and leisure.

We are now seeking a highly motivated, success driven, experienced cook supervisor to work with Number 30 Business & Operations Manager, to develop and deliver the fully operational cafe facility to ensure that this ambitious project meets the needs of the community and its visitors.

This is a fantastic and exciting opportunity to lead a new café team, with a purpose-built catering kitchen and café space.

#### About You –

You are a skilled cook and experienced supervisor, possess excellent customer service experience together with expertise in creating a powerful team culture. You'll use your great interpersonal skills to manage your team, and to engage with the local community. You communicate clearly and with confidence and professionalism, particularly in relationships with the community and partners and (most of all) when responding to the needs of Number 30 customers and team.

You'll also be passionate about excellent customer service, with strong attention to detail, without losing track of the bigger picture. You can plan and delegate your decision making effectively across a team you will build, setting priorities and goals with support to meet deadlines.

### **The role includes -**

Responsibilities and key accountabilities will include the supervision of staff, volunteers and resources; good food production including the creation, preparation and delivering of menus to the highest standard and the monitoring of quality all whilst maintaining a safe & hygienic catering environment in accordance with health and safety policies and standards.

This role requires a motivated and experienced Cook Supervisor to support the successful running of the operation which is expected to launch in June 2024. This is a fantastic and exciting opportunity to lead a new café team, with a purpose-built catering kitchen and café space.

The postholder will have strong catering supervisory experience, an entrepreneurial attitude and behaviours, excellent customer service skills and be able to demonstrate experience of working within a busy commercial environment. They will also have a strong value base that promotes training and development and can manage their time and resources effectively.

The postholder will be expected to work flexibly within the opening hours of the operation, which includes weekend working and occasional evening work.

## **PERSON SPECIFICATION**

### **Essential**

- Supervisory experience in a busy, customer focussed hospitality/cafe environment (at least 2 years).
- Experience of operational catering functions; quality, process, ordering, stock-control etc.
- Experience in menu development.
- Experience in financial procedures.
- Experience of staff supervision including training and development.
- IT skills including Excel and Word.
- Food safety qualification level 3 (intermediate).
- Excellent written and verbal communication skills including reporting skills.
- Ability to respond positively to a pressurised environment and adopt a positive approach to problem solving; making contingency plans as needed.
- Ability to motivate others and to manage conflict effectively.

## Desirable

- Formal supervisory/catering qualification.
- Formal training to assist in delivery of staff training e.g. “Train the Trainer”.
- Experience in mobilising a new hospitality business.

## Personal attributes

- Ability to work flexible hours including evenings and weekends.
- Ability to work under pressure.
- Self-motivated with good leadership qualities.
- Ability to work as part of a team and use initiative within the role.
- Excellent communication skills at all levels.
- Ability to undertake the physical work associated with running a busy café.

## Food Service and Development - Responsibilities:

1. Lead on menu development and innovation in all food offers with the support of the Business and Operations Manager.
2. Ensure seasonality in menus and a variety of choice for customers.
3. Develop and monitor supply chain to ensure excellent quality and consistency of product, following best practice and systems in purchasing.
4. Monitor food costs and control food waste and identify and address discrepancies in gross profit achievement.
5. Ensure all food is presented for service in a timely manner.
6. Develop costed, menus as required for private hires, events and any other F&B requirements.
7. Ensure that services are delivered with a customer focused ethos.

## People – Responsibilities

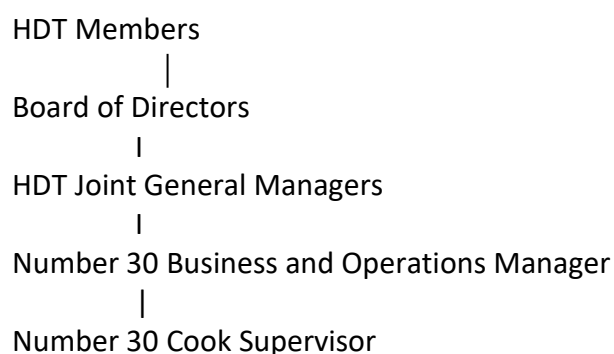
8. Supervise front of house staff and volunteers.
9. Ensure staff are briefed about menus, allergens and other relevant information.
10. Develop training plans with support from the Business and Operations Manager for cafe staff and monitor delivery and completion of individual training plans.
11. Monitor payroll costs by ensuring rotas are compiled in line with forecasted and actual business levels.
12. Build and maintain good working relationships with colleagues within the wider organisation.
13. Foster a motivational and supportive working environment to ensure that all members of staff to perform to the best of their abilities.



## Systems and Processes – Responsibilities

1. Respond quickly to variances in financial performance, implementing corrective action where necessary.
2. Supervise the day-to-day administration of the operation ensuring systems compliance; development of Standard Operating Procedures to support this.
3. Ensure accurate cashing and balance of the end of shift till summary with all monies accounted for.
4. Lead on food safety in line with current legislation; supervise completion of due diligence requirements including cleaning schedules and all other compliance.
5. Oversee catering Health and Safety requirements, in accordance with risk assessments and in line with current legislation and local rules and policies.
6. Ensure all kitchen and high-risk food handlers are trained to the appropriate standard.
7. Oversee kitchen and FOH maintenance requirements.
8. Ensure all equipment is well maintained and is in good working order.
9. Oversee the control of stock rotation and wastage, front and back of house.
10. Ensure regular review of supply chain and prices into unit.
11. To record and report all accidents within the location, adhering to Number 30 and HDT policy and procedures.
12. Comply with, and ensure compliance with, all Number 30 and HDT policies and procedures.
13. Assist with the opening and locking up of Number 30.
14. 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 the café at Number 30.

## Reporting Relationships



## Other

- The postholder will be based at Number 30.
- The post-holder is entitled to 31 days paid holiday per year, rising to 34 days after 5 years of continuous service, and 36 days after 10 years of continuous service, including public holidays.
- HDT offers a contributory pension scheme from which the post-holder may opt out if they wish.

- Working Hours – 40 per week – 5 days over 7 (Tuesday to Saturday inclusive initially)
- The postholder will be expected to work flexibly within the opening hours of the operation, which includes weekend working and occasional evening work.

Please note, the purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive or compulsory list of detailed activities.

## 4. An Introduction to Huntly Development Trust

Huntly Development Trust (HDT) is a company limited by guarantee with charitable status formed by and for the community of Huntly and surrounding district.

HDT's aim is to build a resilient, inclusive, enterprising community capable of dealing with ongoing change.

Our main objectives are:

- maintenance, regeneration and improvement of the community's physical, economic, social and cultural infrastructure, and assisting people who are at a disadvantage because of their social and economic circumstances.
- advancement of education and training, arts, culture, heritage, sports, recreation and environmental improvement.

Our main activities are development and management of projects to make Huntly and District a better place to live work and visit.

HDT has defined its 'community of benefit' as the AB54 postcode sector, which covers the town of Huntly itself and its catchment, including Aberchirder, Forgue, Gartly, Glass, Largue, Lumsden, Rhynie, Rothiemay & Ythanwells.

Since our establishment in 2009, we have undertaken a wide variety of projects of increasing scale and complexity and with a wide range of partners. These include:

- Construction of several foot and cycle paths
- Co-ordination of a skills development and exchange project with 3 communities in Finland
- Installation of gateway signage for Huntly
- Acquisition and redevelopment of 3 town centre buildings as part of a wider community regeneration strategy
- Acquisition and ongoing development of Greenmyres Farm as a community resource
- Establishment and operation of the Huntly Travel Hub, including car, e-bike and community minibus hire.

To ensure we can continue to deliver projects to benefit our community in the long term we seek to generate our own income streams wherever possible so that we

reduce our dependency on grant funding. To that end, we have developed several renewable energy initiatives, including commissioning our own community wind turbine.

HDT plays a key role in the Huntly Town Team (HTT), a multi-stakeholder group made up of a range of community organisations in Huntly and the public sector.

We are a member-owned and led organisation, steered by a volunteer board of Trustees/Directors and employ 5.2 FTE staff.

More information on HDT can be found at [www.huntlydt.org](http://www.huntlydt.org).

## **5. An Introduction to Huntly and District**

Huntly is a small rural market town approximately 35 miles North-West of Aberdeen in the North- East of Scotland. The town lies close to the Aberdeen to Inverness trunk road, has a station on the Aberdeen to Inverness railway line and is about an hour from the international airports of both cities. The current population of the town of Huntly is ca 4,500, with an additional 7,100 in the surrounding district.

Huntly is the rural service centre for the wider hinterland. The entire town centre, including the attractive central market Square, is a conservation area and contains 62 listed buildings. A short walk from The Square is Huntly Castle. formerly the seat of the Gordon Clan. The Gordons raised the Gordon Highlanders, now merged into the Royal Regiment of Scotland. Besides agriculture, other important local industries have been textiles, brewing, engineering and a flourishing retail sector.

Huntly is home to many active community groups with interests ranging from contemporary arts to traditional fiddling, and from rugby to bridge. Huntly Nordic and Outdoor Centre continues to produce representatives for the Great Britain Cross Country Junior Development Squad, several of whom have competed at Winter Olympics. Local shooter Sheena Sharp was a double Gold Medal Winner at the Commonwealth Games in 2006.

More information about our vibrant community can be found at: [www.experiencehuntly.com](http://www.experiencehuntly.com)