



Job Title:	Food and Beverage Assistants
Reports to:	Chef/Assistant Chef
Key Relationships:	Internal: Chef Assistant Chef House Manager Bursar External: Groups and individuals as day guests at the Burn Mansion
Based at:	The Burn, Glenesk, Brechin, Angus. DD9 7YP
Salary:	Hourly pay is at National Living Wage rate
Hours:	This is a casual contract, and hours will vary to meet the needs of the business. Rotas will be drawn up a month in advance. The Burn is open all year round.

What you will achieve with us

You will be part of a great team, providing excellent customer service to our guests who stay at The Burn, and for whom the high standards of hospitality, service and the quality of our food and beverages (F&B) is the best part of their visit here.

Working with the front of house and the kitchen teams, you will assist in setting up breakfast and lunch service, serving food and helping in pot wash (other shifts may be available in evenings and weekends).

We offer a very informal, home-from-home style of service for most of our postgraduate student guests. Occasionally, we push the boat out and decorate the dining room or the Drawing Room for a more formal occasion such as family gatherings, small weddings and other private events. It's about variety, teamwork, and taking pride in providing our guests with the best experience.

Everything we do helps our charitable objectives.

Key responsibilities

Customer Service:

Deliver the best customer service to all who visit The Burn and demonstrate excellent presentation at all times. Gain required knowledge of the menus to effectively address questions about allergens and accommodate our guests' varied needs.

Health and Safety

Adhere to all health and safety, food safety, allergen and HACCP policies, risk assessments, compliance and procedures. Minimise wastage and follow The Burn policies by recycling and disposing of waste correctly.

Cleaning

Ensure high standards of cleanliness in all the food and beverage areas as well as the dining room, and the common rooms used by the guests in the Mansion.

This includes tables, floors, kitchen surfaces, serving areas, machines and other areas as deemed necessary. You will operate the dishwasher to ensure all crockery, cutlery and cooking utensils are maintained to a high standard of cleanliness.

Payment handling

Follow the correct financial procedures including till operation and cashing up in the Flower Room Bar.

Food preparation

Ensure food is presented to the highest standards in front of house. Chef and his team cook and prepare all menu items; you will lay out breakfast items and afternoon tea and cake. This includes ensuring all food displays, including chilled and servery areas, are replenished and always well-stocked.

Events

Support the F&B team with the set-up, preparation, service and clear down of all events. The Burn hosts occasional formal F&B events during the academic year.

Training

Attend staff training sessions and keep an up to date knowledge of F&B operations.

Team work

Work cooperatively and collaboratively with your team to effectively meet the needs of The Burn F&B service.

Who we're looking for (Person specification)

Essential

Understanding what makes excellent customer service and an enthusiasm to provide the best experience for all guests staying at The Burn.

A person who is capable of engaging in a positive manner with people from all backgrounds and enjoys working as part of a team.

Willingness to follow policy, procedure and instructions.

General awareness of health and safety and security issues.

Capable of carrying out basic money-handling and cashiering duties.

Able to prioritise own work and meet deadlines.

Comfortable and willing to use basic technology (such as touch-screen tills and mobile devices).

Comfortable suggesting solutions to problems where needed.

Comfortable working in a busy and fast-paced environment and during quieter times.

Desirable

Level 1 Food Hygiene certificate

First Aid certificate

Awareness of Licensing Laws (previous or current premises licence holder)

Some background information

The Burn is a 20-bedroomed Mansion House, Listed Grade B, originally built in 1791, but largely remodelled in 1933-35. Once the home of the Russell family, they left the Mansion and 200-acre estate to what became Goodenough College back in 1949, in memory of their son, James, who was killed, aged 21, in WWII.

Since then, The Burn has been open to academics, mostly from Scottish Universities and to the Goodenough College Members in London as an academic retreat. We also welcome other groups such as large family gatherings, parties, weddings, etc.

We offer exclusive hire of the Mansion, on a full-board basis, with the Chef and his team preparing family food for breakfast, lunch and supper, all served in the dining room. It is family service, however, for some of our events, a more formal dining experience is required. Guests enjoy this 'home-from-home' atmosphere in a large, but informal and cosy, country mansion. Also on the estate, we offer holiday accommodation in three self-catering properties.

The gardens and wider estate are a beautiful woodland oasis, with lots of walks, fishing, and the chance to get close to nature and experience this beautiful part of rural Scotland.

We are a small, dedicated team delivering high standards of food and hospitality. We also operate a small bar and our ideal candidate will either have the necessary licence and experience, or be willing to be trained in this area of our operations. Hence, the minimum age will be 18-years-old for licensing reasons.

This is a varied, sleeves-rolled-up role, working across all areas of food and beverage service. Some knowledge of food safety would be advantageous although all necessary training will be given. You should be happy in a front of house role, meeting and greeting guests/diners who may be experiencing their first ever visit to Scotland.

The Burn is in a rural, remote location, so having your own transport will be a necessity.

To apply

Please submit your CV, and a short covering letter, stating your motivation for applying and how you meet the essential criteria in the job description and person specification, to The Bursar, email: burn@goodenough.ac.uk with the subject line of: F&B Assistant. **The deadline for applications is 12pm on 30 May 2026.**

Applicants are encouraged to contact The Burn for further information.