



JOB DESCRIPTION

Position:	Seasonal Cafe Assistant
Reports to:	Café & Visitor Centre Manager
Salary:	National Minimum Wage
Location:	Coach House Café, Dumfries House Estate, 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:

Catering Assistant within the Coach House Café.

Key Tasks

Specific Duties will include:

Food Preparation

- Assist in the preparation of food, including basic cooking and assembling meals.
- Serve food and beverages to customers in a friendly and efficient manner.
- Ensure all food is presented attractively and served at the correct temperature.
- Maintain cleanliness of kitchen, service areas, and dining spaces.
- Wash utensils, dishes, and equipment following hygiene standards.
- Follow all food safety, hygiene, and health & safety regulations.
- Provide a high level of customer service at all times.
- Respond to customer queries and requests politely and efficiently.

Customer Service

- Good communication and teamwork skills.
- Ability to work in a fast-paced environment.
- Basic knowledge of food hygiene (Level 1 or 2 desirable).
- Strong attention to detail and cleanliness.
- Friendly, reliable, and flexible attitude.
- Handle cash and card payments, operating tills where required.

Person Specification

The ideal candidate will have experience in food preparation with a friendly manner who will fit in with our existing team. They should be able to work at a fast pace and busy environment of the team as well as on their own if required. This role would not suit school pupils as both weekday and midweek shifts are required.

Other:

- The post will be based at The Coach House Café, Dumfries House Estate, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be variable shifts patterns between the hours of 7am & 5.30pm with weekends & bank holidays being essential.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday the 26th of June 2026 at 5pm.

CLOSED