

## Welcome to the Field Studies Council

### Chef with Field Studies Council Castle Head, Grange-over-Sands, Cumbria

This is a fixed term contract due to commence asap and end in October 2024 (Maternity Cover)

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to create a truly memorable experience for every individual who visits our Field Studies Council Locations and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the Field Studies Council, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **Chef** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For Information about the Field Studies Council visit [www.field-studies-council.org](http://www.field-studies-council.org)

#### **Applications will be considered on arrival**

We reserve the right to close the vacancy early if we're in receipt of sufficient applications. Please apply early to avoid disappointment.

Interviews are scheduled to take place at Field Studies Council Castle Head on a rolling basis.

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please call Wendy Foster on 07921 330 536

We look forward to receiving your application.

**Ella Rath**  
**Residential Centre Manager**

## Job Description

<b>Job Title:</b>	<b>Chef (Maternity Cover)</b>
<b>Grade:</b>	Team Member
<b>Based at:</b>	Field Studies Council Castle Head
<b>Reports to:</b>	Hospitality & Catering Manager This post holds no direct line management responsibility

### Job purpose:

The Chef is a key post in the learning location's Hospitality & Catering team. As deputy to the Hospitality Manager you will assist with delivery of the catering service to resident groups. This will include hands-on cooking, kitchen management tasks, deputising for the Hospitality Manager as appropriate, and assisting with the supervision of the catering team.

This is an active role and will require the post holder to be able to carry out duties associated with kitchen work.

### Key Responsibilities:

- Cooking and delivering of breakfasts (early shift starts at 6.30am) and evening meals (late shift finishes at 8.30pm) for up to 160 residential visitors, whilst ensuring the wide variety of dietary needs and tastes are met at all times
- Ensuring all meals are produced in line with health and hygiene regulations
- Accurately completing all monitoring and recording paperwork i.e. HACCP
- Assisting with the compilation of a varied range of menus
- Deputising for the Hospitality Manager in their absence
- Assisting with the supervision of the catering team
- Assisting with the induction and in-house training of the catering team
- Provision of light lunches or packed lunches for residential groups, as required
- Preparation of home baked items for packed lunches, afternoon teas and supper
- Washing up of utensils, crockery and cutlery as required
- Assisting with sourcing suppliers, stock control, and placing orders
- Receiving deliveries and ensuring they are checked, recorded and correctly stored on arrival
- Providing lunches for staff on duty
- Ensuring that tea/coffee making areas for visitors are kept clean and stocked
- Ensuring that catering equipment is appropriately maintained
- Routine cleaning of the kitchen to ensure hygiene standards are met at all times
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area in off-peak times

### General

- Complying with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Field Studies Council Health and Safety Handbook and Field Studies Council procedures
- Taking an active role in the learning location's duty system - this will involve staying on site on some evenings and overnight to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times in accordance with Field Studies Council policies

- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as Field Studies Council internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
- Driving: Due to the remote nature of the learning location it cannot always be accessed by public transport and it would therefore be advantageous if the post holder were able to drive.
- Undertaking any other duties that may be reasonably required to assist with other teams across the centre/region, and complying with all reasonable directions that may from time to time be given
- You may occasionally be required to travel and work at other nearby locations in the region/group

### **Key Expectations:**

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving Field Studies Council's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The Field Studies Council reserves the right to vary these duties, as per the needs of the business.

Date of issue: June 2024

## Person Specification

Title: Chef		Learning Location: Field Studies Council Castle Head	
Essential/Desirable Factors	E	D	How is this identified?
<b>1. Qualifications &amp; Experience</b>			
1 year+ previous catering experience	✓		Application/Interview
Demonstrable experience working as a cook/chef, preferably within a high-volume kitchen in a school or contract catering environment	✓		Application/Interview
Level 2 Food Hygiene certificate	✓		Application
Experience of supervising catering staff		✓	Application/Interview
Customer service experience		✓	Application/Interview
Full valid Driving License		✓	Application
First Aid qualification		✓	Application
<b>2. Knowledge</b>			
Ability to communicate effectively with co-workers, line managers and customers	✓		Application/Interview
Ability to use standard office software and technology as appropriate to the role		✓	Application
<b>3. Skills</b>			
Ability to focus and stay on task in a busy work environment or when working alone	✓		Application/Interview
Excellent communication skills, sensitive to the need of others	✓		Application/Interview
Good written skills and ability to complete relevant paperwork (e.g. stock control and HACCP forms)	✓		Application/Interview

## Summary of Main Terms and Conditions

### Contract Term:

This is a fixed term position to commence asap and end on 25 October 2024.

### Remuneration:

Grade: Team Member

Salary Grade: Scale Points 11 – 14, actual salary is £20,500 - £21,754 per annum pro rata (the full time equivalent salary is £25,625 - £27,193 per annum). This equates to an hourly rate of £13.14 - £13.95.

The point of entry within the salary grade will be dependent upon qualifications and experience. Due to the fixed term nature of the contract, you will be appointed to a fixed-point salary in the first instance.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Workwear is provided by the Field Studies Council.

### Hours of work:

The post is based on a notional average of 30 hours per week, this will equate to a total of 1560 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the duration of your contract according to business needs. This means that you may be required to work additional hours per week during busy periods and considerably less in other weeks to compensate. Evening, weekend, and Bank Holiday working will be required. You will be required to undertake evening and residential duties. The working pattern can be discussed with you at the interview.

There is an expectation that you will occasionally have to travel to other Field Studies Council locations or meeting venues within the UK. Where this is required, this would be agreed in advance and appropriate notice would be given.

### Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 2 additional days paid leave (pro rata for part time workers).

### Pension:

You will be eligible to join one of Field Studies Council's Pension Schemes.

### Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

### Additional Employee Benefits:

These include Life Assurance\*, a Health Cash Plan with Westfield Health\* and a 24hr Counselling Helpline Service (\*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council Head Office on 01743 852119.

### Probationary Period:

This post has a six-month probationary period, during which your suitability for the post will be assessed.

**Post Classification / Criminal Records Check Requirements:**

This post has been classified as **Category A** (as defined in the Field Studies Council Code of Conduct) which means it is **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will therefore be required to disclose any convictions, cautions, reprimands, or final warnings which are NOT protected as defined under the Act, and to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS)