

Welcome to the Field Studies Council

Head Chef with Field Studies Council Dale Fort, Dale, near Milford Haven, Pembrokeshire (SA62 3RD)

Accommodation available (on a chargeable basis)

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 **Head Chef** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the role
- For Information about the Field Studies Council visit 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 online or at Field Studies Council Dale Fort

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please call Tom Stamp on 01646 636205.

We look forward to receiving your application.

Tom Stamp
Residential Centre Manager

Job Description

Job Title:	Head Chef
Based at:	Field Studies Council Dale Fort
Grade:	Team Leader
Reports to:	Residential Centre Manager
	This role holds line management responsibility for catering staff

Job purpose:

The Head Chef will have management responsibilities for the catering operation at the learning location. This will include hands-on cooking as well as the effective management of the catering team. You will have a proven track record of stock control and ordering, leading and developing a team and delivering the highest standard of food safety and hygiene.

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

Key Responsibilities:

- Working with the Residential Centre Manager to develop and implement working systems and shift patterns that ensure an efficient, hygienic and safe catering service that meets the demands of our customers and is in line with current legislation and Field Studies Council Codes of Practice
- Carrying out the day-to-day line management of the catering team, providing clear direction, motivation, support and feedback
- Recruiting, inducting & developing catering staff, including having an active role in their performance management and carrying out Personal Development Reviews (PDR's) in line with Field Studies Council procedures
- Working with the Residential Centre Manager to streamline all kitchen processes to improve efficiency and effectiveness
- Cooking and delivery of breakfast (earliest sitting usually 7.45 am) and evening meals (latest sitting usually 6.45 pm) for up to 154 residential visitors, in accordance with health and hygiene regulations
- Preparing and overseeing the making of packed lunches and home-baked items for packed lunches
- Supporting the Residential Centre Manager in the financial management of the catering operation, including working within agreed budgets for food, equipment, staffing and training
- Ensuring monitoring and accurate recording of all catering functions is carried out in accordance with safe catering practices e.g. HACCP, CookSafe
- Compiling a varied range of menus to satisfy differing user groups, taking account of special diets and the 'healthy eating' agenda using, where practicable, local and fair-trade ingredients
- Working with suppliers and managing stock levels, including placing orders and receiving deliveries, ensuring they are checked and correctly stored on arrival
- Maintaining high standards of cleanliness in the working environment, including the kitchen and dining room
- Overseeing and participating in the upkeep, cleaning and decorating of the kitchen and dining area, and other areas of the Centre in quiet periods
- Assisting with the continuing development and implementation of the environmental performance policy (gaining external accreditation for these where possible) in relation to:
 - Environmental cleaning products
 - Reducing energy use and waste
 - Reducing our use of processed foods
 - Purchasing seasonal produce
- 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 will occasionally be required to travel and work at other nearby locations in the Region/group.

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 evening duty system – this will involve staying on site on some evenings to deal with customer issues and 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 you were able to drive. We also have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role

Subject to meeting certain criteria, you may also be required to drive our minibuses. If you do not hold D1 entitlement and have the appropriate driving experience/certification, you may be required to undertake the relevant training upon commencement of the role

- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location

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 2026

Person Specification

Title: Head Chef	Learning Location: Field Studies Council Dale Fort		
Essential/Desirable Factors	E	D	How is this identified?
1. Qualifications & Experience			
3 years+ catering experience to include some management experience	✓		Application/Interview
Catering qualification or relevant vocational experience	✓		Application
Experience of monitoring and recording all catering functions in accordance with safe catering practices ensuring compliance at all times e.g. HACCP, CookSafe	✓		Application/Interview
Experience of producing nutritious and varied meals and baking	✓		Application/Interview
Minimum of Level 3 Food Hygiene certificate	✓		Application
Experience of catering for large groups, or in a school or canteen environment	✓		Application/Interview
Experience of line managing staff, including performance management and review		✓	Application/Interview
Experience of catering for young people		✓	Application/Interview
Experience promoting environmental sustainability in property and services operation		✓	Application/Interview
Full valid Driving License		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
First Aid qualification		✓	Application
2. Knowledge			
Ability to cater for a wide variety of needs and tastes	✓		Application/Interview
Ability to effectively manage a budget, stock control and order	✓		Application/Interview
Ability to communicate effectively with co-workers, line managers and customers	✓		Application/Interview
Working knowledge of health & safety, and ability to ensure compliance by all team members	✓		Application/Interview
Ability to use standard office software and technology as appropriate to the role		✓	Application
Ability to speak Welsh		✓	Application/Interview
3. Skills			
Ability to effectively lead your team and motivate them to achieve high results	✓		Application/Interview
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 permanent position.

Remuneration:

Grade: Team Leader

Salary Grade: Scale Points 16 - 19, actual salary is £31,433 - £33,357 per annum. This equates to an hourly rate of £16.12 - £17.11

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

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

It may be possible to be resident on site. If resident, a deduction equivalent to 20% of the full-time equivalent salary is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. If resident, food will be provided during the course of your duties only. Food is not included on days off and holidays.

Workwear is provided by the Field Studies Council.

Hours of work:

The role is based on a notional average of 37.5 hours per week, this shall equate to a total of 1950 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this shall fluctuate throughout the year 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 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 and seasonal 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 and seasonal workers).

Pension:

You will be eligible to join the NEST Pension Scheme.

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 and Wellbeing Support App* 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 role has a six-month probationary period, during which your suitability for the role will be assessed.

Role Classification / Criminal Records Check Requirements:

This role 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)