

Welcome to the Field Studies Council (FSC)



Cook with FSC Orielton, Pembroke

This is a fixed term position anticipated to start in March 2019 until 31st October 2019

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 FSC 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 FSC, 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 **Cook** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC Orielton (also visit www.field-studies-council.org)

How to apply:

For all recruitment information and relevant application forms please go to our vacancies web page at: www.field-studies-council.org/vacancies

To apply for this position please download and complete in full the [NON-EDUCATION application form](#). You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

Send your completed application form to: recruitment@field-studies-council.org **OR**

Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

Please note we do not accept CV's without a completed application form.

Applicants will be considered on arrival and interviews arranged as appropriate.

Shortlisted applicants will be contacted by telephone or email.

If you have any queries regarding this vacancy please call Leigh Allen on 01646 623932. We look forward to receiving your application in due course.

Andy Pratt
Head of Group (West)

JOB DESCRIPTION

Job Title:	Cook
FSC Grade:	Team Member
Based at:	FSC Orierton
Reports to:	Lead Cook
	This post holds no direct line management responsibility

Overall Job purpose:

The Cook is a key post in the learning location's Hospitality & Catering team. As deputy to the Lead Cook you will assist with delivery of the catering service to resident groups. This will include hands-on cooking, kitchen management tasks, deputising for the Lead Cook 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, including manual handling e.g. carrying saucepans, food items, assisting with food deliveries.

Key Responsibilities:

- Cooking and delivering of breakfasts (earliest usually 7.45 am) and evening meals (latest usually 6.30 pm) for up to 130 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 Lead Cook 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 / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking an active role in the learning location's evening and residential 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 FSC policies

- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC 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 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 FSC'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.

Date of issue: February 2019

PERSON SPECIFICATION

Post Title: COOK	Learning Location: FSC Orielton
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Previous catering experience	✓		Application/Interview
Relevant catering qualification	✓		Application
Level 2 Food Hygiene certificate	✓		Application
Experience of supervising catering staff		✓	Application/Interview
Minimum of 5 GCSEs or appropriate vocational experience		✓	Application
Customer service experience		✓	Application/Interview
Full valid Driving Licence		✓	Application
First Aid qualification		✓	Application
Ability to speak Welsh		✓	Application/Interview
2. KNOWLEDGE			
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
3. SKILLS			
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 anticipated to start in March 2019 until 31st October 2019

Remuneration:

FSC Grade: Team Member

FSC Salary Grade: Scale Points 9 - 12, actual hourly rate is £8.68 - £9.91 per hour

The point of entry within the salary grade will be dependent upon qualifications and experience. Due to the fixed term nature of the contract the post holder 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.

A Uniform is provided by the FSC.

Hours of work:

The post is based on a notional average of 30 hours per week. 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 the post holder 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. The post holder will be required to undertake evening and residential duties. The working pattern can be discussed with you at the interview.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

Pension:

The post-holder will be eligible to join one of FSC's Pension Schemes.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852119.

Probationary Period:

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

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about, and take inspiration from, the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations. In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone, regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years, FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC, many through a visit to one of our learning locations:

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects, both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. Thanks to FSC members and donations from individuals and Trust Funds, each year we are able to provide support for over 1000 young people who otherwise would not be able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we cannot achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information, please also visit www.field-studies-council.org

FSC Orierton

FSC Orierton was established in 1963 to provide high quality residential and day courses for learners of all ages. The main house is an elegant Georgian mansion set in 48 hectares of wooded grounds; we have 120 beds, and each year we welcome over 3000 residential visitors who stay for up to a week. In a separate building we also have 5 classrooms, library and ICT facilities. The Centre is located about 4 miles from Pembroke town on the edge of the Pembrokeshire Coast National Park.

The Centre runs a variety of hands-on courses for school students and undergraduates and some leisure and professional courses for adults and families, taking advantage of the excellent range of habitats nearby. The majority of our learners are studying geography, ecology or environmental studies and we have an experienced team of tutors who deliver courses to meet the requirements of learners.

FSC West

FSC West is a group of 6 residential centres: Dale Fort, Orierton, Margam Park, and Rhyd-y-creuau in Wales, and Nettlecombe Court and Slapton Ley in the South West. The Centres are located in six iconic fieldwork locations in the finest landscapes in Wales and the South West.

Dale Fort is a Napoleonic fort set in a spectacular location high on the cliffs within the Pembrokeshire Coast National Park. It is ideally located for accessing the coastline, with rocky shore, salt marsh, grassland and woodland a short walk away, access to Skomer island by boat and settlements close by.

Orierton is an impressive Georgian mansion set in 120 acres of woodland with streams, ponds and grassland on site. Located close to the UK's only coastal national park with rocky shores, sand dunes, salt marsh and settlements.

Margam Discovery Centre is an award-winning state of the art, low carbon building situated within Margam Park, an 850 acre country estate on the narrow coastal plain and southern slopes of Mynydd Margam. The Centre is situated close to the Gower AONB, Heritage Coast and Brecon Beacons National Park.

Rhyd-y-creuau is a Georgian House in the Conwy Valley, set in the beautiful, rugged landscape and mountains of the Snowdonia National Park, yet close to secluded wooded valleys, rocky shores, beaches and traditional seaside resorts.

Nettlecombe Court lies in a secluded valley, the Tudor and Georgian country mansion is set within its own grounds of heritage parkland and ancient woodland. The Centre has excellent access to the Somerset coast as well as Exmoor National Park and The Quantocks Area of Outstanding Natural Beauty.

Slapton Ley provides a purpose built Centre and the Old School in the coastal village of Slapton, adjoining the National Nature Reserve with beach, lake and ancient woodland. Located on the stunning coastline of South Devon Area of Outstanding Natural Beauty, it is close to field sites in Dartmoor National Park and nearby settlements.

All Centres have good road and rail links with good communication and access to regional towns and urban centres.