



## Welcome

Dear Applicant

Thank you for your enquiry regarding the position of Kitchen Assistant with Field Studies Council (FSC) at Margam Discovery Centre. Please find enclosed the following information:

1. Information about FSC and Margam Discovery Centre  
(Please also visit: [www.field-studies-council.org/margampark/](http://www.field-studies-council.org/margampark/))
2. Job Description and Person Specification
3. Summary of main terms and conditions for the post
4. Guidance notes and Application Form

If you wish to apply for the position please follow this procedure carefully:

1. Please read the attached Guidance Notes
2. Complete the Application Form as fully as possible
3. Write a short Covering Letter explaining why you are applying for the position
4. Send these addressed to:  
Caroline Griffiths, Head Cook / Caterer  
Field Studies Council, Margam Park, Port Talbot, SA13 2TJ  
using any of the following:
  - by post to the address above
  - by email to: [enquiries.mp@field-studies-council.org](mailto:enquiries.mp@field-studies-council.org)
5. Applications will be considered as they arrive and interviews arranged accordingly.

If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

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

Allison Haycox  
**Human Resources Officer**

## **JOB DESCRIPTION**

**Job Title:** Kitchen Assistant

**Based at:** Margam Discovery Centre, Port Talbot, South Wales

**Reports to:** Head Cook / Caterer  
This post holds no line management responsibility

**Overall Job purpose:** Kitchen Assistant(s) will assist the Head Cook / Caterer in the catering operation for both the general public and resident groups at the Centre.

### **Key Responsibilities:**

- Preparing and ensuring correct levels of stock for packed lunch.
- Serving from hotplate, overseeing correct levels of portion control and serving and assisting students and the general public where necessary.
- Preparing and serving meals - sickness and holiday cover for chefs and kitchen assistants.
- Operating of tills.
- Overseeing the cleanliness of the dining room, kitchen and student facilities including replenishing stock.
- Clearing plates & operating the dishwashers.
- Working safely within Field Studies Council Health, Safety & Hygiene procedures.
- Providing a welcoming & friendly environment for our customers and staff.
- Checking deliveries, keeping store areas clean.
- Undertaking cleaning tasks according to weekly cleaning rotas.
- Assisting the Second Chef, Third Chef and Head Cook / Caterer as requested.
- Ensuring the highest standards of quality are achieved in all duties carried out.
- Working closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload.
- Fulfilling your obligations under FSC's behaviour partnership.
- Contributing to environmental performance through reducing waste and efficient use of cleaning products.
- Undertake any other duties related to the work of FSC and Margam Discovery Centre as reasonably requested by the Head of Centre.

June 2009

PERSON SPECIFICATION

<b>Post Title: Kitchen Assistant</b>	<b>Centre / Unit: MARGAM DISCOVERY CENTRE</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
<b>1. EDUCATION / QUALIFICATIONS</b>	<b>E</b>	<b>D</b>	
Basic Food Hygiene		✓	Application Form
<b>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Previous experience of working in a catering environment		✓	Application Form/Interview
Ability to speak Welsh		✓	Application Form/Interview
<b>3. PERSONAL QUALITIES</b>			
Trustworthy and reliable	✓		Interview
Ability to work as a competent and effective team member	✓		Interview
Strong commitment to a high standard of customer care	✓		Application Form/Interview
Excellent time management and prioritisation skills	✓		Application Form/Interview
Pleasant manner and flexible approach	✓		Interview
<b>4. COMMUNICATION SKILLS</b>			
Have a pleasant manner and good communication skills – being able to relate well to fellow workers and our full range of customers	✓		Application Form /Interview
Good written skills		✓	Application Form/Interview
<b>5. OTHER CIRCUMSTANCES</b>			
Full Driving Licence		✓	Application Form
Enthusiasm for providing residential experiences and out of classroom learning for young people		✓	Application Form/Interview

# The Field Studies Council

## BACKGROUND INFORMATION

For nearly 60 years the Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC Margam Discovery Centre

### Background

The Margam Discovery Centre is a brand new eco-development funded by ERDF and HLF and designed by the Welsh School of Architecture which is due to be completed this summer. It is set in the magnificent historic landscape of Margam Park yet is highly accessible from the M4 and the mainline station at Port Talbot Parkway

It allows FSC to extend its current partnership with Neath Port Talbot County Borough Council from the provision of residential and day courses from the County and Swansea, to developing a fully fledged flagship environmental discovery centre for Wales and beyond. The new centre provides accommodation in 34 en-suite rooms for over 100 visitors, 4 workrooms with ICT facilities, resource rooms, refectory and visitor centre. There is also overnight accommodation for duty staff.

Currently the Centre runs approx 50 education courses of which 90% are formal education and 10% Leisure Learning or other groups. The Kitchen Assistant will be responsible for offering excellent customer service which contributes to the overall experience of customers and furthers FSC's mission of "Bringing Environmental Understanding to All". Training will be provided to assist your competence in carrying out your duties.

## Summary of Main Terms and Conditions

### **Remuneration:**

The rate of pay is offered in the range of £5.81 - £6.07 per hour. The rate of pay is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee. Salaries are paid monthly in arrears, by direct credit transfer.

### **Hours of work:**

The hours of work are variable due to the nature of the business, but will be a minimum of 20 hours per week. Evening and weekend working may be required.

### **Annual & Bank Holidays:**

The holiday year runs from 1 January to 31 December each year. The post-holder will be entitled to accrue paid annual holiday, equivalent to a minimum of 28 working days including public and bank holidays, during a complete holiday year. 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.

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 5 additional days paid leave (pro rata for part time).

### **Pension:**

The post-holder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

### **Probationary Period:**

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

### **Post Classification / Level of CRB Disclosure Required:**

Category B (as defined in the FSC Code of Conduct) / Standard