



Dear Applicant

Thank you for your enquiry regarding the position of Second Cook / Caterer (maternity leave) with the Field Studies Council at FSC Preston Montford Field Centre.

Please find enclosed the following information:

1. Information about FSC and Preston Montford Field Centre  
(Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org))
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post

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

1. Download and Complete the Application Form for Non-Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:  
Sue Townsend, Preston Montford Field Centre, Montford Bridge, Shrewsbury SY4 1DX  
Alternatively you may email your application form to [enquiries.pm@field-studies-council.org](mailto:enquiries.pm@field-studies-council.org)

Completed application forms will be accepted up until **4 pm on Monday 6<sup>th</sup> July 2009.**

Shortlisted applicants will be contacted by telephone and interviews will take place at Preston Montford on Tuesday 7<sup>th</sup> July 2009.

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.

For an informal discussion regarding this vacancy please call Chris Southwell, (cook Caterer) or Sue Townsend (Head of Centre) on 01743 852040. We look forward to receiving your application in due course.

A handwritten signature in blue ink, appearing to read 'Sue Townsend', with a large, sweeping flourish underneath.

Sue Townsend  
**Head of Centre**

# JOB DESCRIPTION

<b>Job Title:</b>	Second Cook / Caterer
<b>Based at:</b>	FSC Preston Montford
<b>Reports to:</b>	Head Cook/Caterer
<b>Responsible for:</b>	Supervision of catering staff in the absence of the Head Cook / Caterer

## Overall Job purpose:

The Second Cook / Caterer is a key post in the successful delivery of the catering services of FSC Preston Montford Field Centre. As deputy to the Head Cook/Caterer you will assist with all aspects of kitchen management to provide a high quality catering service for customers. A flexible approach and willingness to adapt to changes within the centre are essential along with a positive contribution to a friendly, welcoming atmosphere.

## Key Responsibilities:

- Preparing and serving a full breakfast, packed lunch or light lunches and evening meal using seasonal and local produce where possible
- Preparation of home-baked items for visiting groups for packed lunches, afternoon teas and supper
- Managing the catering service on a rota basis with the Head Cook
- Supervising up to 7 Centre Assistants
- Induction and in-house training of kitchen assistants and assisting with recruitment of kitchen staff
- Assisting with compilation of a varied range of menus
- Stock ordering and control
- Assisting with stock takes in accordance with the food budget
- Providing food for Centre staff including lunch and tea breaks
- Liaising with visiting staff, gaining verbal feedback over customer requirements and responding accordingly
- Providing customer care for visiting staff and students
- Implementing & monitoring FSC Health and Safety & Food Hygiene procedures in the kitchen
- Ensuring operational quality standards are in place and are adhered to
- Implementing the Kitchen's Eco-Centre and Healthy Living policies (for example sourcing local produce, recycling and composting kitchen waste)
- Routine cleaning of the kitchen, ensuring hygiene standards are met
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area
- Receiving deliveries and ensuring they are checked and correctly stored on arrival
- Ensuring a happy, productive working environment that integrates well with other staff at the Centre
- Attend other FSC centres and training events in order to share best practice and improve team and Centre performance
- Fulfilling your obligations under the FSC Behaviour Partnership
- Positively contributing to the environmental performance of the Centre
- 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
- Any other duties that may be reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre

## PERSON SPECIFICATION

Post Title: Second Cook / Caterer	Centre / Unit: FSC Preston Montford Field Centre
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
<b>1. EDUCATION / QUALIFICATIONS</b>			
Basic level Health & Hygiene certificate	✓		Application Form/Covering Letter/Interview
Relevant catering qualification		✓	Application Form/Interview
First Aid Certificate		✓	Application Form/Interview
<b>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Ability to motivate staff to achieve high results	✓		Application Form/Covering Letter/Interview
Experience of meal preparation and baking	✓		Application Form/Covering Letter/Interview
Ability to organise own workload	✓		Application Form/Covering Letter/Interview
Ability to cater for a wide variety of needs and tastes	✓		Application Form/Covering Letter/Interview
Experience of supervising catering staff		✓	Application Form/Covering Letter/Interview
Commitment to innovative use of local, fair-trade and organic products		✓	Application Form/Covering Letter/Interview
Commitment to the Healthy Schools programme and healthy living principles as they apply to catering		✓	Application Form/Covering Letter/Interview
<b>3. PERSONAL QUALITIES</b>			
Trustworthy and reliable	✓		Application Form/Interview
Ability to work as a competent and effective team member in a busy kitchen environment	✓		Application Form/Interview
Willingness to assist, in any capacity, to share the pressures of a busy Centre	✓		Application Form/Interview
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Application Form/Covering Letter/Interview
Good interpersonal skills, a friendly and open manner and a flexible approach to work	✓		Application Form/Covering Letter/Interview
<b>4. COMMUNICATION SKILLS</b>			
Excellent communication skills	✓		Application Form /Interview/Presentation
Reasonable writing skills		✓	Application Form/Interview
<b>5. OTHER CIRCUMSTANCES</b>			
Basic Computer literacy		✓	Application Form
An enthusiasm for working with a wide variety of customers in environmental education		✓	Covering Letter

Date: June 2009

## Summary of Main Terms and Conditions

### **Contract Term:**

This is fixed-term appointment to cover maternity leave.

### **Remuneration:**

The non resident salary is offered at £15,737 per annum, subject to qualifications and experience. The rate of pay is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee.

### **Hours of work:**

The hours of work are 40 hours per week on a flexible shift pattern which will include weekends.

### **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.

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 3 month probationary period, during which your suitability for the post will be assessed.

### **Post Classification:**

Category A (as defined in the FSC Code of Conduct)

### **Level of CRB Disclosure Required:**

Enhanced

# Field Studies Council (FSC)

## BACKGROUND INFORMATION

For nearly 60 years 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 Preston Montford

Based in Shropshire, Preston Montford is set in 12 hectares of grassland and woodland. It lies within easy reach of the north Shropshire meres and mosses, and the Welsh and Shropshire Hills. Local habitats include woodland, heather moorland, grassland, lakes, upland, ponds and canals. There are also superb local sites for the new geography specifications including regenerating areas of Shrewsbury, a local flooding case study and access to major conurbations.

Preston Montford has developed a deserved reputation in the delivery of high quality geography and biology courses. The Centre also has a continually growing reputation for Key Stage 2, university adult courses and most recently a suite of government funded courses for Key Stage 3 students. We offer a range of leisure and professional training courses, covering virtually every aspect of learning about the countryside, its wildlife and both the human and natural environment. There is a huge diversity of courses and the staff must be flexible in their approach to a wide variety of customers.

There are 31 permanent members of staff including The Head and Assistant Head of Centre, Housekeeper/Bursar and domestic staff Cook/Caterer and kitchen staff, and maintenance staff and the education team.