



Dear Applicant

Thank you for your enquiry regarding the position of Second Cook / Caterer with the Field Studies Council at FSC 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)
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:
Tim Orrell, Margam Discovery Centre, Margam, Port Talbot, SA13 2UA.
Alternatively you can email your application to enquiries.mp@field-studies-council.org

The closing date for receipt of your completed application form is 12 noon Monday 12th April 2010.

Interviews are scheduled to take place on Friday 16th April 2010 at FSC Margam Park.

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 Tim Orrell, Head of Margam Discovery Centre on 01639 895636. We look forward to receiving your application in due course.

Karen Ruberry
Human Resources

JOB DESCRIPTION

Job Title:	Second Cook / Caterer
Based at:	FSC Margam Discovery Centre
Reports to:	Head Cook/Caterer
Responsible for:	Supervision of catering team

Overall Job purpose:

The Second Cook / Caterer is a key post in the successful development of FSC Margam Discovery Centre. As deputy to the Head Cook/Caterer you will assist with delivery of the catering service to both resident groups and the general public visiting the Centre's cafe. This will include hands-on cooking as well as supervision of the catering team and kitchen management tasks. The post will also entail deputising for the Head Cook/Caterer on a rota basis. You will have to have a flexible approach and be willing to adapt to changes within the centre and contribute to a friendly welcoming atmosphere.

Key Responsibilities:

- Following all FSC procedures relating to food hygiene, health and safety and general conduct
- Supervision of regular and casual catering assistants
- Induction and in-house training of catering assistants
- Assisting the Head Cook/Caterer with recruitment of catering staff
- Assisting with compilation of a varied range of menus
- Cooking and delivery of breakfast and evening meals for 130+ residential visitors in accordance with health and hygiene regulations on a rota basis with the Head Cook/Caterer
- Deputising for the Head Cook/Caterer in their absence
- Provision of light lunches or packed lunches for residential groups as required
- Provision of refreshments and light lunches to the general public visiting the centre cafe
- Operating the till, cashing up and reconciling takings and general handling of cash
- Preparation of home-baked items for visiting groups for packed lunches, afternoon teas and supper
- Washing up of utensils, crockery and cutlery as required
- Assisting with sourcing suppliers and placing orders
- Receiving deliveries and ensuring they are checked and correctly stored on arrival
- Stock control including stock-taking and recording stock transfer between different elements of the business
- Ensuring catering equipment is adequately maintained
- Ensuring that tea/coffee making areas for visitors are kept clean and stocked
- Providing lunches for staff on duty
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area and cafe toilets
- Taking an active role in the Centre duty system
- Ensuring a happy, productive working environment that integrates well with other staff at the Centre
- Fulfilling your obligations under the FSC Behaviour Partnership
- Positively contributing to the environmental performance of the Centre
- Any other duties as reasonably requested by the Head of Centre

PERSON SPECIFICATION

Post Title: SECOND COOK / CATERER	Centre / Unit: FSC MARGAM DISCOVERY CENTRE
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST			How is this identified?
1. EDUCATION / QUALIFICATIONS	E	D	
Basic level Health & Hygiene certificate	✓		Application Form/Covering Letter/Interview
Higher level catering qualification		✓	Application Form/Interview
First Aid Certificate		✓	Application Form/Interview
2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES			
Experience of supervising catering staff		✓	Application Form/Covering Letter/Interview
Ability to motivate staff to achieve high results	✓		Application Form/Covering Letter/Interview
Previous catering experience especially for children and young people	✓		Application Form/Covering Letter/Interview
Ability to multi-task and organise your workload within a dynamic and demanding work environment	✓		Application Form/Covering Letter/Interview
Ability to cater for a wide variety of needs and tastes		✓	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
3. PERSONAL QUALITIES			
Trustworthy and reliable with high standard of integrity	✓		Application Form/Interview
Ability to work as a competent and effective team member and to support other team members	✓		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
4. COMMUNICATION SKILLS			
Excellent communication skills with colleagues and customers	✓		Application Form /Interview/Presentation
Good written skills and ability to complete relevant paperwork (e.g. stock control and HACCP forms)		✓	Application Form/Interview
5. OTHER CIRCUMSTANCES			
Full Driving Licence, with DI entitlement		✓	Application Form
Basic Computer literacy (e.g. Word and Excel)		✓	Application Form
An enthusiasm for outdoor and environmental education		✓	Covering Letter

Date: March 2010

Summary of Main Terms and Conditions

Remuneration:

The rate of pay is in the range of £14,411 – £16,446 per annum (£6.93 - £7.91 per hour), 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 per week, to include regular weekend, evening and early morning work. Occasional overnight on-call duties will be expected on a rota basis with other staff. The exact working pattern can be discussed at 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.

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.

Accommodation:

It may be possible subject to the needs of the Centre for accommodation to be provided with this post for which rent and a contribution to bills will be payable. (This can be discussed further at interview).

Sickness:

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and two months in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

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

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

FSC Margam Discovery Centre

BACKGROUND

The Discovery Centre - which opened in spring 2009 - is a brand new eco-development funded by European Regional Development Fund and Heritage Lottery Fund and designed by the Welsh School of Architecture. 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 for local primary schools, 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 130 visitors, 4 workrooms with ICT facilities, resource rooms, refectory and visitor centre. There is also overnight accommodation for duty staff.

CUSTOMERS

Currently the Centre runs a variety of education courses of which 80% are school groups and 20% adult or other groups. The Head of Centre is responsible for rapidly developing the business to over 150 courses including professional training courses for the heritage and environment sectors, environmentally-based leisure learning courses for individuals and families and school courses for primary and lower secondary courses from across South Wales and beyond. The Centre is also anticipated to host courses from higher education, environmental groups and events happening in the park. In addition the centre has a visitor centre and cafe open to the general public with excellent opportunities to bring environmental understanding to a wider audience.

The Second Cook / Caterer will be contribute to the development and delivery of a catering service which meets the needs of this variety of residential guests, as well as providing a "café-style" light refreshment service to the general public visiting the Centre. As we aim to incorporate messages about sustainable living into all aspects of our service there will be an emphasis on healthy diets and use of organic, fair-trade and fresh local produce wherever possible.

During the current period of development of the new centre, you will be encouraged to play an active role in the development of new systems not only for the catering team but for the whole centre.