



Welcome to the Field Studies Council (FSC)

Lead Chef at Millport Field Centre, Isle of Cumbrae, FSC Scotland

There are currently other vacancies available at this location. Live-in accommodation is available. This could be on a shared basis if a couple were to be appointed.

We are looking for a talented Lead Chef to join our Hospitality & Catering team. You will have previous experience in a similar role, with the skills and ability to cater for the nutritional needs of the residents and visitors to the centre.

This role will offer you unique opportunities and you be part of a team who strive to create a memorable experience for every individual who visits our centre.

If you have the drive and ambition we would love to hear from you.

Included in this pack is the key information relating to our **Lead Chef** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and Millport Field Centre

How to apply:

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.

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

Send your completed application form to: recruitment@field-studies-council.org **OR**
Human Resources, Preston Montford, Montford Bridge, Shrewsbury, SY4 1HW.

Applications will be considered upon arrival and interviews arranged as appropriate

If you are interested in this position please call Alex MacFie on 01475 530581. We look forward to receiving your application in due course.

Mark Bolland
Director of Operations

JOB DESCRIPTION

Job Title:	Lead Chef
FSC Grade:	Senior Team Member
Based at:	Millport Field Centre, Isle of Cumbrae, FSC Scotland
Reports to:	Centre Manager
	This post holds line management responsibility for catering staff

Overall Job purpose:

The Lead 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. The post holder 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 the job 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:

- Working with the Centre Manager to develop and implement working systems and shift patterns that ensure an efficient, hygienic and safe catering service for up to 120 residential visitors in line with current legislation and FSC Codes of Practice
- Carrying out the day to day line management of the Catering team, providing clear direction, motivation, support and feedback
- Recruiting, inducting and developing catering staff including carrying out PDR's in line with FSC processes
- Working with the Centre Manager to streamline all kitchen processes to improve efficiency and effectiveness
- Ensuring the catering team are able to meet the catering demands of customers at all times
- Cooking and delivery of breakfast and evening meals for up to 120 residential visitors, in accordance with health and hygiene regulations
- Preparation of home-baked items for visiting groups for packed lunches
- Being responsible for the training and development of all kitchen staff
- Supporting the 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, Safer Food Better Business
- 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, organic and fair trade ingredients
- With the support of the Centre Manager, sourcing suppliers and managing stock levels including placing orders, receiving deliveries ensuring they are checked and correctly stored on arrival
- Overseeing the catering team and appropriate staff in the dining room and ensuring compliance with FSC procedures
- Overseeing the catering team and appropriate staff to ensure that tea/coffee making areas for visitors are kept clean and stocked at all times
- Maintaining high standards of cleanliness in the working environment, including the kitchen and dining room
- Preparing and overseeing the making of pack lunches
- Overseeing and participating in the upkeep, cleaning and decorating of the kitchen, and dining area, and other areas of the Centre in quiet periods
- Induction and in-house training of appropriate staff, and supervising them when they are working in the dining room and kitchen
- Washing up of utensils, crockery and cutlery as required

- Taking an active role in the learning location's evening, overnight and on call duties – this will involve staying on site on some evenings, overnight or to be contactable by phone to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies

General

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- 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 a high standard of personal hygiene & personal appearance 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)
- 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: March 2017

PERSON SPECIFICATION

Post Title: LEAD CHEF	Learning Location: FSC SCOTLAND (predominantly based at Millport Field Centre)		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Minimum of Foundation or Basic Food Hygiene certificate	✓		Application
Minimum of 2 years' experience in catering, including for large groups	✓		Application/Interview
Experience of supervising catering staff	✓		Application/Interview
Experience of monitoring and recording all catering functions in accordance with safe catering practices ensuring compliance at all times e.g. HACCP, Safer Food Better Business	✓		Application/Interview
Working knowledge of health & safety, and ability to ensure compliance by all team members	✓		Application/Interview
Ability to cater for a wide variety of needs and tastes	✓		Application/Interview
Experience of producing nutritious and varied meals and baking	✓		Application
Previous experience of managing staff		✓	Application/Interview
Higher level catering qualification		✓	Application
Previous experience of catering for young people		✓	Application/Interview
Ability to effectively manage a budget, stock control and order		✓	Application/Interview
Commitment to innovative use of local and fair-trade products		✓	Application/Interview
Commitment to the Health Schools programme and healthy living principles as they apply to catering		✓	Application/Interview
First Aid qualification		✓	Application
Full valid Driving Licence		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
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
Ability to motivate your team to achieve high results	✓		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 post.

Remuneration: FSC Grade: Senior Team Member.

FSC Salary Grade: Scale Points 9 – 12, currently £17,604 - £20,089 per annum.

The point of entry within the salary grade is normally the 1st point in the range therefore subject to satisfactory performance and an individual review, the post-holder will have the opportunity to access up to 3 further incremental points within the grade. It is however assessed on qualifications and experience and for exceptional candidates only consideration may be given for appointment on the 2nd point. 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.

Hours of work:

This post is based on a notional average of 40 working hours per week, this will equate to a total of 2080 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this will fluctuate throughout the year according to business needs which means that the post holder may be required to work more hours during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. Evening and residential duties form an integral part of the post.

Accommodation:

If resident at the centre a 20% deduction is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. Food will only be provided during the course of your duties. Food is not included on days off and holidays.

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.

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 being **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 a PVG Scheme check for regulated work with children with Disclosure Scotland.

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. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been 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 can't 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 Millport

FSC Millport is a new learning location for the Charity. The Marine Station at Millport has been in existence for over a century and is the oldest in Scotland. The site has built up a well-earned reputation for high quality field teaching which FSC is keen to maintain and develop.

The centre first opened its doors to FSC customers in February 2014. The main user groups are higher education groups, expanded by the development of courses for a wider range of users including, Scottish schools, other groups from outside Scotland and the leisure learning market. FSC has ambitious plans for the Centre including the refurbishment of much of the site and will form a key component of the Charity's work in Scotland and will work closely with other FSC operations to ensure a comprehensive and joined up provision can be offered across FSC Scotland.