

## Welcome to the Field Studies Council (FSC)

### Cook at Margam Discovery Centre, Port Talbot

**This is a fixed term maternity cover position for up to 12 months**

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 (Maternity Cover)** vacancy:

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

#### **How to apply:**

To apply for this position please download and complete in full the **BASIC 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](http://www.field-studies-council.org/vacancies)

**Send your completed application form to:** [recruitment@field-studies-council.org](mailto: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.**

**The closing date for receipt of your completed application is 12 noon Tuesday 9<sup>th</sup> May 2017**

Interviews are scheduled to take place at Margam Discovery Centre on Thursday 18<sup>th</sup> May 2017

If you have any queries regarding this vacancy please call Jane Richmond on 01639 895636. We look forward to receiving your application in due course.

Jane Richmond  
**Head of Centre**

# JOB DESCRIPTION

**Job Title:** Cook (Maternity Cover)  
**Based at:** FSC Margam Discovery Centre  
**Grade:** Team Member  
**Reports to:** Head Cook  
There is no line management responsibility associated with this post

## Overall Job purpose:

The Cook is a key post at Margam Discovery Centre. As deputy to the Head 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 Head Cook as appropriate and assisting with the supervision of the catering team.

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 eg. carrying saucepans, food items, assisting with food deliveries.

## Key Responsibilities:

- Cooking and delivery of breakfast and evening meals for up to 130+ residential visitors in accordance with health and hygiene regulations.
- Preparation of home-baked items for visiting groups for packed lunches
- Assisting with compilation of a varied range of menus
- Deputising for the Head Cook in their absence, to include assisting with the supervision of catering assistants
- Assisting with the induction and in-house training of catering assistants
- 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
- 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 in off-peak times
- 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, to 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: April 2017

## PERSON SPECIFICATION

<b>Post Title: COOK</b>	<b>Learning Location: MARGAM DISCOVERY CENTRE</b>		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Previous catering experience	✓		Application/Interview
Relevant catering qualification	✓		Application/Interview
Basic level Health & Hygiene certificate	✓		Application/Interview
Full valid Driving Licence		✓	Application
Minimum of 5 GCSEs or appropriate vocational experience		✓	Application/Interview
Customer service experience		✓	Application/Interview
Experience of supervising catering staff		✓	Application/Interview
First Aid qualification		✓	Application
Full D1 entitlement with minibus driving experience / certification		✓	Application
<b>2. KNOWLEDGE</b>			
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
<b>3. SKILLS</b>			
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 fixed term position for up to 12 months in the first instance to cover maternity leave.

## **Remuneration:**

FSC Grade: Team Member

FSC Salary Grade: Scale Points 6 – 9. The actual pro rata salary is £9,734 - £10,783 per annum. (The equivalent to an hourly rate of £7.80 – £8.64.)

Due to the fixed term nature of the contract the post holder will be appointed to a fixed point which is normally the 1<sup>st</sup> point in the range. For exceptional candidates only consideration may be given to offering this position on the 2<sup>nd</sup> point, however it is assessed on qualifications and experience.

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 hours of work are based on a notional average of 24 hours per week 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. Evening and residential duties form an integral part of the post. The working pattern can be discussed further 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 852138.

## **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. 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](http://www.field-studies-council.org)

### **FSC Margam Discovery Centre**

Set in 850 acres of beautiful parkland where 600 deer roam freely, the Margam Discovery Centre in South Wales offers high quality environmental education to all age groups, both residentially and for day visits. There are a huge variety of habitats within the park but the Centre is also in a great location being close to sand dunes, moorland, woodlands, rivers and coasts, including heritage coastline and Gower ANOB. There are also a number of human environments including Swansea and Cardiff, where studies can take place.

The Margam Discovery Centre has a superb reputation for providing high quality courses from Key Stage 2 to GCSE and A-level geography and biology as well as Undergraduate programmes from which we have been getting excellent reviews. We offer a range of leisure and professional training courses, covering virtually every aspect of learning about the countryside, its wildlife and the environment.

The Margam Discovery Centre has the capacity to accept groups from all around the UK. We now have up to 132 beds in 33 en-suite bedrooms each sleeping up to 4 pupils. There are four teaching rooms equipped with interactive and standard whiteboards, as well as recreation, refectory and drying room facilities. The building is a purpose-built facility incorporating sustainable technologies. That said, we aim to spend as much time as possible outdoors with pupils!

The Centre also operates a Café that caters for members of the public visiting the park during certain times of the year.

If you would like to find out more information about FSC Margam Discovery Centre please visit:

[www.field-studies-council.org/centres/margamdiscoverycentre.aspx](http://www.field-studies-council.org/centres/margamdiscoverycentre.aspx)