



# Welcome to the Field Studies Council (FSC)

## Cook at Malham Tarn Field Centre, North Yorkshire

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 vacancy**:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and Malham Tarn 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 relevant application forms 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

**The closing date for receipt of your completed application is 12 noon Tuesday 20<sup>th</sup> June 2017**

Interviews are scheduled to take place at Malham Tarn Field Centre w/c Monday 26<sup>th</sup> June 2017

If you have any queries regarding this vacancy please call Tanya Squires on 01729 830331. We look forward to receiving your application in due course.

**Jim Wright**  
**Head of Centre**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cook</b>
<b>FSC Grade:</b>	Team Member
<b>Based at:</b>	Malham Tarn Field Centre
<b>Reports to:</b>	Hospitality and Catering Manager
	This post holds no direct line management responsibility

### Overall Job purpose:

The Cook is a key post in the Hospitality & Catering team at Malham Tarn Field Centre. As deputy to the Hospitality and Catering Manager you will assist with delivery of the catering service for up to 90 residential visitors at a time. This will include hands-on cooking, kitchen management tasks, deputising for the Hospitality and Catering Manager 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 e.g. carrying saucepans, food items, assisting with food deliveries.

### Key Responsibilities:

- Cooking and delivering of breakfasts and evening meals whilst ensuring the wide variety of dietary needs and tastes are met at all times
- Ensuring all meals are produced in line with health and hygiene regulations
- Assisting with compilation of a varied range of menus
- Deputising for the Hospitality and Catering Manager 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
- Providing lunches for staff on duty
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area in off-peak times
- A variety of miscellaneous tasks which could include serving in the learning location shop/bar, collecting or delivering people or materials in learning location vehicles, grounds maintenance, assisting with general maintenance and painting around the learning location.

### General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking an active role in the learning location's evening and residential duties - 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, respond to emergencies
- 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)

- Driving: We have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role

Subject to meeting certain criteria, you may also be required to drive our minibuses. If you do not hold D1 entitlement and have the appropriate driving experience/certification, you may be required to undertake the relevant training upon commencement of the role

- 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: June 2017

## PERSON SPECIFICATION

Post Title: COOK	Learning Location: FSC MALHAM TARN		
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
Minimum of 5 GCSEs or appropriate vocational experience		✓	Application/Interview
Experience of supervising catering staff		✓	Application/Interview
First Aid qualification		✓	Application
Full valid Driving Licence		✓	<b>Application</b>
Full D1 entitlement with minibuss 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 a permanent post.

### **Remuneration:**

FSC Grade: Team Member

FSC Salary Grade: Scale Points 6 - 9. The actual pro-rata salary will be £15,210 - £16,821 per annum. (The full time equivalent is £16,224 - £17,973 per annum. The equivalent hourly rate would be £7.80 - £8.64 per hour)

The point of entry within the salary grade is normally the 1<sup>st</sup> 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 2<sup>nd</sup> 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.

If resident at the Centre a deduction will be 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. For further information please contact Human Resources.

A Uniform is provided by the FSC.

### **Hours of work:**

This post is based on a notional average of 37.5 working hours per week, this will equate to a total of 1950 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. The post holder will be required to undertake evening and residential duties. For the right candidate a term time only position (with different hours of work and pro-rata salary) may be considered. This possibility can be discussed further at Interview. The exact working pattern can be discussed at interview.

You will be required to undertake evening and 'sleep-in' / residential duties.

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

## **Post Classification / Level of Disclosure & Barring Service (DBS) Check Required:**

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**

*FSC believes the more we know 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.*

FSC is the only environmental education charity dedicated solely to providing informative and enjoyable opportunities for people to experience the environment at first hand – to discover, explore, and be inspired by the natural world.

Over the last 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 130,000 people experience FSC through a visit to one of our learning locations either as a child on a family holiday course, a young person on a school fieldtrip, an adult on a leisure learning course or a teacher on a professional development course.

- FSC is a leading provider of learning outside the classroom, welcoming over 3,000 schools to its UK wide network of learning locations each year.
- Natural history courses range from walking and exploring the countryside to more specific courses on species or habitats.
- Art courses including painting, drawing crafts, photography and creative writing. All have one thing in common – the use of the natural world as inspiration.
- Family holidays and activity courses are a great way for the family to enjoy spending time together, experiencing stunning scenery, fantastic wildlife and exciting activities.
- FSC publishes a wide range of identification guides including the renowned AIDGAP series of keys and fold-out charts.
- FSC is committed to developing and providing taxonomic training to increase the identification, monitoring and recording skills of environmental professionals and volunteers.
- FSC also offers professional training opportunities in fieldwork for trainee and experienced teachers.

Some of the FSC's proudest moments have arrived when trying to reach those that are not able to visit an FSC learning location because they have been disadvantaged in some way. Through generous donations and membership, FSC has established the Kids Fund, a vehicle to provide financial support to enable such groups to visit an FSC learning location.

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 Malham Tarn**

Malham Tarn Field Centre has a deserved reputation for the delivery of high quality field courses in geography and biology across the age range. The Centre is located in the South of the Yorkshire Dales National Park in an area of stunning limestone landscape. The Centre works with local schools, the Yorkshire Dales National Park Authority, the National Trust and Natural England in a range of partnerships.

The Field Studies Council strives to invest in training and development which will create the environment for staff to maximise their potential in taking FSC forward.

Looking after our customers is of paramount importance and the Office, Kitchen, Household and Education teams all play their part in ensuring we offer outstanding customer service. The management of the Centre is inclusive, with everyone being expected to contribute and having the opportunity to develop their skills and experience. There are approximately 28 staff at the Centre, with about half living locally in the Settle area. All other staff are residential and live in shared cottages situated 800m from the main Centre buildings.