

# Welcome to the Field Studies Council (FSC)

## **Casual Hospitality & Catering Assistant at FSC Pembrokeshire, predominantly based at Orielton Field Centre**

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 **Casual Hospitality & Catering Assistant** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and Orielton Field 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, Montford Bridge, Preston Montford, Shrewsbury, SY4 1HW

**PLEASE NOTE WE DO NOT ACCEPT CV'S WITHOUT A COMPLETED APPLICATION FORM.**

**Applications will be considered upon arrival and interviews arranged as appropriate.**

If you have any queries regarding this vacancy please call Jenny Clinch on 01646 623920. We look forward to receiving your application in due course.

Chris Millican  
**Head of FSC Pembrokeshire**

## JOB DESCRIPTION

**Job Title:** Casual Hospitality & Catering Assistant  
**Based at:** FSC Pembrokeshire, predominantly based at Orierton Field Centre  
**Grade:** Team Member  
**Reports to:** Hospitality Manager  
There is no line management responsibility associated with this post

### Overall Job purpose:

Hospitality & Catering Assistants work in the kitchen, service and housekeeping operations to ensure that the learning location is clean and tidy for visitors at all times whilst contributing to a friendly welcoming atmosphere.

This is essentially an active role and will require the job holder to be able to carry out duties associated with kitchen, service and housekeeping work including manual handling, e.g. making beds and operating vacuum cleaners, carrying saucepans, trays of food/crockery and laundry, assisting with deliveries.

### Key Responsibilities:

- Helping with the receiving of deliveries and ensuring they are checked and correctly stored on arrival
- Assisting with the preparation and service of breakfast, lunches and evening meals for up to 120 residential visitors and staff, and occasional meals for non-residential groups
- Service and clearing in the dining area at meal times, cleaning the kitchen and operating the dishwasher
- Preparation of sandwich fillings and packed lunch materials
- Ensuring that tea/coffee making areas for visitors are kept clean and stocked

### General

- Due to the remote nature of FSC Pembrokeshire Centres they cannot always be accessed by public transport and it would therefore be an advantage if the post holder were able to drive. To drive FSC vehicles 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.
- 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: August 2017

## PERSON SPECIFICATION

<b>Post Title: CASUAL HOSPITALITY &amp; CATERING ASSISTANT</b>	<b>Learning Location: ORIELTON FIELD CENTRE</b>
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Previous Customer Service experience		✓	Application / Interview
Basic level Health & Hygiene certificate		✓	Application / Interview
Catering and / or hospitality experience		✓	Application/Interview
First Aid qualification		✓	Application
Full valid Driving Licence		✓	Application
<b>3. SKILLS</b>			
Ability to focus and stay on task when working alone or as part of a team	✓		Application /Interview
Ability to effectively manage tasks on a day to day basis	✓		Application /Interview
Excellent communication skills, sensitive to the needs of others	✓		Application /Interview

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term: Casual (Agreement to Provide Occasional Services):**

A casual contract means FSC can choose to offer you opportunities to provide occasional services as a Casual Hospitality & Catering Assistant, as and when they arise, which you can choose to accept or decline.

### **Hours of Work:**

Due to the varying nature of our business pattern we are looking for a Casual Hospitality & Catering Assistant to work during peak times, therefore hours and times of work will vary.

There is no obligation on either FSC to provide hours of duty, or if offered, for you to accept them.

### **Remuneration:**

FSC Grade: Team Member.

FSC Salary Grade: The hourly rate payable will be at the national minimum wage appropriate to the post holder's age.

Currently –

- £4.05 (Under 18 years of age)
- £5.60 (18 – 20 years of age)
- £7.05 (21 – 24 years of age)
- £7.50 (25 years of age and over)

The salary is paid monthly in arrears by BACS transfer.

A uniform is provided by the FSC.

### **Holiday Entitlement:**

You are entitled to accrue paid annual holiday in accordance with current legislation.

### **Probationary Period:**

This post has a one month probationary period, during which your suitability for the post will be assessed.

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

This post has been classified as **Category C** (as defined in the FSC Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.

## 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's Pembrokeshire Centres

Since January 2012, the FSC's two Pembrokeshire Centres, Dale Fort and Orielton, have been working under a shared management structure. Staff from both centres have a range of opportunities to work at the other centre on various teaching and non-teaching related tasks.

**FSC Orielton** was established in 1963 to provide high quality residential and day courses for learners of all ages. The main house is an elegant Georgian mansion set in 48 hectares of wooded grounds; we have 120 beds, and each year we welcome over 3000 residential visitors who stay for up to a week. In a separate building we also have 5 classrooms, library and ICT facilities. The Centre is located about 4 miles from Pembroke town on the edge of the Pembrokeshire Coast National Park.

The Centre runs a variety of hands-on courses for school students and undergraduates and some leisure and professional courses for adults and families, taking advantage of the excellent range of habitats nearby. The majority of our learners are studying geography, ecology or environmental studies and we have an experienced team of tutors who deliver courses to meet the requirements of learners.

**FSC Dale Fort** is a converted Victorian military fort set on a rocky promontory at the entrance to Milford Haven in the Pembrokeshire Coast National Park. It has unrivalled and spectacular views over the sea and is close to some of the most magnificent scenery in Wales. Located within the newly designated Special Area of Conservation the Centre has easy access to unsurpassed sites for investigating marine biology. It is ideally located to explore seashore, freshwater and inland habitats. Visits are easily made to the off shore islands of Skomer and Grassholm. Both are National Nature Reserves with spectacular seabird colonies.

The Centre has 130 beds, and each year we welcome over 3000 residential visitors, ranging from KS2 school children, through to GCSE, A level and University groups and individual adults and families who attend our leisure learning courses.

If you would like to find out more information about these two FSC Centres please visit: [www.field-studies-council.org](http://www.field-studies-council.org) and go to learning locations.