

# Welcome to the Field Studies Council (FSC)



## Hospitality & Catering Assistant with FSC Juniper Hall, Dorking, Surrey

We currently have one permanent position 30 Hours per week and two fixed term positions until the end of October 2019. 1 x 10 Hours per week and 1 x 20 Hours per week.

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 **Hospitality & Catering Assistant** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC and FSC Juniper Hall (also visit [www.field-studies-council.org](http://www.field-studies-council.org))

### How to apply:

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)

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.

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.**

**Applications will be considered on arrival and interviews arranged as appropriate**

If you have any queries regarding this vacancy please call Maddy Jones on 01306 734501. We look forward to receiving your application in due course.

**Simon Ward**  
**Head of Group (EAST)**

## JOB DESCRIPTION

**Job Title:** Hospitality & Catering Assistant  
**Based at:** FSC Juniper Hall  
**Grade:** Team Member  
**Reports to:** Hospitality & Catering 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 the smooth running of catering operations and 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 post holder to be able to carry out duties associated with housekeeping and kitchen work, including manual handling, e.g. carrying saucepans, trays of food/crockery and laundry, assisting with food deliveries, making beds and operating vacuum cleaners.

### Key Responsibilities:

- Assisting with the preparation and service of breakfast, lunches and evening meals for up to 130 residential visitors and staff, and occasional meals for non-residential groups, in accordance with health and hygiene regulations
- Laying up of tables for breakfasts and evening meals for resident groups, and on occasions for lunches
- 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
- Helping with the receiving of deliveries and ensuring they are checked and correctly stored on arrival
- Ensuring that tea/coffee making areas for visitors are kept clean and stocked
- Maintaining cleanliness and hygiene throughout the dining room, kitchen, pantry and other storage areas, based on daily and weekly cleaning rotas
- Routine and additional cleaning or preparation of the learning location for all users: including bedrooms, corridors, public areas, staff areas, classrooms, bathroom, shower and toilet facilities
- Preparation of customer accommodation: including clearing and making up of beds, provision of towels, and restocking of tea/coffee making facilities
- Recognising areas requiring additional cleaning, tackling these where possible and where necessary reporting these to your Line Manager
- Keeping all exits and corridors free from obstructions, ensuring that equipment is safely stored and laundry/house cupboards are organised and tidy
- Undertaking a variety of miscellaneous tasks which could include serving in the shop/bar, 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
- 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 professional standards at all times 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: May 2019

## PERSON SPECIFICATION

<b>Post Title: HOSPITALITY &amp; CATERING ASSISTANT</b>	<b>Learning Location: FSC JUNIPER HALL</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 Food Hygiene certificate		✓	Application
Relevant catering qualification		✓	Application
Catering and / or hospitality experience		✓	Application / Interview
First Aid qualification		✓	Application
<b>2. KNOWLEDGE</b>			
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 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:** We currently have one permanent position 30 Hours per week and two fixed term positions until the end of October 2019. 1 x 10 Hours per week and 1 x 20 Hours per week.

**Remuneration:**

FSC Grade: Team Member

FSC Salary Grade: Scale Points 5 - 7, actual salary is £8.37 - £8.71 per hour

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

For the fixed term positions the nature of the contract will mean the post holder will be appointed to a fixed point salary in the first instance.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Workwear is provided by the FSC.

**Hours of work:**

The post is based on a notional average of either 10, 20 or 30 hours per week. The weekly hours are based on a flexible shift pattern, this will fluctuate 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. The working pattern can be discussed 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.

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 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 **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. Thanks to FSC members and donations from individuals and Trust Funds, each year we are able to provide support for over 1000 young people who otherwise would not be 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 cannot 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 Juniper Hall**

**Juniper Hall** is set in a quiet wooded valley in an unspoilt area of the chalk North Downs. Juniper Hall, leased from the National Trust, is a superb country house dating from the 17th century. It is about 1km from Box Hill and only 40km from central London. Set in a dry valley at the foot of the Box Hill Estate, the centre runs geography, ecology and environmental studies courses for a diverse customer base including all Key Stages from primary through to A-level, as well as University and PGCE groups. There is also an extensive programme of natural history, art and craft courses for adults and families.

Accommodation for the guests is spread between Juniper Hall itself and Cedars, which is a more recent addition. The centre can accommodate up to 120 people in a mixture of bedrooms and dormitories.

Looking after our customers is of paramount importance and all staff 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 30 staff at the Centre.

Juniper Hall lies halfway between the towns of Dorking and Leatherhead and being just 10 minutes from the M25 J9 has good transport links with London and the South East. Box Hill and Westhumble station is one mile away and has regular trains to London. There is a bus stop outside the centre with buses to Dorking and Kingston.