



Dear Applicant

Thank you for your enquiry regarding the position of Second Cook / Caterer (fixed term) with the Field Studies Council at FSC Kindrogan Field Centre.

Please find enclosed the following information:

1. Information about FSC and Kindrogan Field Centre
(Please also visit: www.field-studies-council.org)
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post

If you wish to apply for the position please follow this procedure carefully:

1. Download and Complete the [Application Form for Non-Education Posts](#) as fully as possible
2. Write a short [Covering Letter](#) explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:
Jan Byrom, Kindrogan Field Centre, Enochdhu, Blairgowrie, Perthshire, PH10 7PG alternatively email jan.kd@field-studies-council.org

There is no formal closing date for this position and applications will be considered as they arrive.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

For an informal discussion regarding this vacancy please call Jan Byrom 01250 870150. We look forward to receiving your application in due course.

Martyn Jamieson
Head of Centre

JOB DESCRIPTION

| | |
|-------------------------|---|
| Job Title: | Second Cook / Caterer |
| Based at: | FSC Kindrogan |
| Reports to: | Head Cook/Caterer |
| Responsible for: | Supervision of catering staff in the absence of the Head Cook / Caterer |

Overall Job purpose:

The Second Cook / Caterer is a key post in the successful delivery of the catering services of FSC Kindrogan Field Centre. As deputy to the Head Cook/Caterer you will assist with all aspects of kitchen management to provide a high quality catering service for customers. A flexible approach and willingness to adapt to changes within the centre are essential along with a positive contribution to a friendly, welcoming atmosphere.

Key Responsibilities:

- Preparing and serving a full breakfast, packed lunch or light lunches and evening meal using seasonal and local produce where possible
- Preparation of home-baked items for visiting groups for packed lunches, afternoon teas and supper
- Managing the catering service on a rota basis with the Head Cook
- Supervising up to 4 Centre Assistants
- Induction and in-house training of kitchen assistants and assisting with recruitment of kitchen staff
- Assisting with compilation of a varied range of menus
- Stock ordering and control
- Assisting with stock takes in accordance with the food budget
- Providing food for Centre staff including lunch and tea breaks
- Liaising with visiting staff, gaining verbal feedback over customer requirements and responding accordingly
- Providing customer care for visiting staff and student
- Implementing & monitoring FSC Health and Safety & Food Hygiene procedures in the kitchen
- Ensuring operational quality standards are in place and are adhered to
- Implementing the Kitchen's Eco-Centre and Healthy Living policies (for example sourcing local produce, recycling and composting kitchen waste)
- Routine cleaning of the kitchen, ensuring hygiene standards are met
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area
- Receiving deliveries and ensuring they are checked and correctly stored on arrival
- Taking an active role in the Centre duty system
- Ensuring a happy, productive working environment that integrates well with other staff at the Centre
- Attend other FSC centres and training events in order to share best practice and improve team and Centre performance
- Fulfilling your obligations under the FSC Behaviour Partnership
- Positively contributing to the environmental performance of the Centre
- Any other duties as reasonably requested by the Head of Centre

PERSON SPECIFICATION

| | |
|--|--|
| Post Title: SECOND COOK / CATERER | Centre / Unit: KINDROGAN FIELD CENTRE |
|--|--|

| ESSENTIAL/DESIRABLE FACTORS FOR THE POST | | | How is this identified? |
|---|----------|----------|--|
| 1. EDUCATION / QUALIFICATIONS | E | D | |
| Basic level Health & Hygiene certificate | ✓ | | Application Form/Covering Letter/Interview |
| Relevant catering qualification | | ✓ | Application Form/Interview |
| First Aid Certificate | | ✓ | Application Form/Interview |
| Current food hygiene qualification | | ✓ | Application Form/Covering Letter/Interview |
| 2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES | | | |
| Ability to motivate staff to achieve high results | ✓ | | Application Form/Covering Letter/Interview |
| Experience of meal preparation and baking | ✓ | | Application Form/Covering Letter/Interview |
| Ability to organise own workload | ✓ | | Application Form/Covering Letter/Interview |
| Ability to cater for a wide variety of needs and tastes | | ✓ | Application Form/Covering Letter/Interview |
| Experience of supervising catering staff | | ✓ | Application Form/Covering Letter/Interview |
| Commitment to innovative use of local, fair-trade and organic products | | ✓ | Application Form/Covering Letter/Interview |
| Commitment to the Healthy Schools programme and healthy living principles as they apply to catering | | ✓ | Application Form/Covering Letter/Interview |
| 3. PERSONAL QUALITIES | | | |
| Trustworthy and reliable | ✓ | | Interview |
| Ability to work as a competent and effective team member in a busy centre environment | ✓ | | Application Form/Interview |
| Willingness to assist, in any capacity, to share the pressures of a busy Centre | ✓ | | Application Form/Interview |
| A genuine commitment to customer care for customers of all ages and backgrounds | ✓ | | Application Form/Covering Letter/Interview |
| Good interpersonal skills, a friendly and open manner and a flexible approach to work | ✓ | | Application Form/Covering Letter/Interview |
| Willingness to be resident at Centre | | ✓ | Application Form/Covering Letter/Interview |
| 4. COMMUNICATION SKILLS | | | |
| Excellent communication skills | ✓ | | Application Form /Interview/Presentation |
| Good written skills | | ✓ | Application Form/Interview |
| 5. OTHER CIRCUMSTANCES | | | |
| Full Driving Licence, with DI entitlement | | ✓ | Application Form |
| Basic Computer literacy | | ✓ | Application Form |
| An enthusiasm for outdoor and environmental education | | ✓ | Covering Letter |

Summary of Main Terms and Conditions

Contract Term:

This is fixed-term appointment until 31 October 2010, in the first instance.

Remuneration:

The salary, including accommodation, will be in the range of £11,217 - £12,801 per annum, depending on qualifications and experience (£13,197 - £15,060 per annum, if non-resident). The Scale is reviewed annually in line with inflation or as recommended by the Joint Staff Committee.

Hours of work:

The hours of work are 40 per week on a flexible shift pattern.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue the 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 the FSC Group Personal Pension Plan with Friends Provident.

Sickness:

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and one month in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

Probationary Period:

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

Post Classification:

Category A (as defined in the FSC Code of Conduct)

Level of CRB Disclosure Required:

Enhanced

Field Studies Council

BACKGROUND INFORMATION

For nearly 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website www.field-studies-council.org

FSC Kindrogan Field Centre

FSC Kindrogan, Scotland's National is about on the banks of the river Ardlie in the highlands of Perthshire. The Centre runs a variety of courses for school and university groups in geography, biology and environmental science. A wide variety of educational courses with an environmental theme are also offered for adult and family groups.

Kindrogan Field Centre, Scotland's National Centre for Excellence in Field Work and Biodiversity Training, has a deserved reputation for the delivery of high quality field courses in geography and biology across the age range. The Centre is located 12 miles from Pitlochry, on the edge of the Cairngorms National Park.

We are looking to recruit a new member of the teaching team for this dynamic centre. Initially this will involve a substantial amount of teaching of Standards, Highers and Advanced Highers Biology/Geography as well as courses for younger students. There are also opportunities for developing outreach work with schools and the wider community.

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 currently 8 staff that work at the Centre.