



Trainee Commis Chef Lendrick Muir

Recruitment Pack
Role available from January 2018



Hello.

Thank you for taking the time to check out this exciting opportunity to join the Lendrick Muir team within SU Scotland.

As an organisation our shared vision is to see the children and young people of Scotland explore the Bible and respond to the significance of Jesus.

Lendrick Muir is a busy and vibrant residential centre which forms a growing and dynamic part of our ministry. More information on the centre can be found at www.lendrickmuir.org.uk.

The **Trainee Commis Chef** is an important role at Lendrick Muir. We are looking for someone with a passion for food and catering, a commitment to study for industry recognised qualifications and a desire to have an effective Christian witness through practical service. If this describes you we would love to hear from you.

Please read through the enclosed advert, job description, person specification and terms of employment. If you have further questions about the role you'd like to talk through prior to applying, feel free to get in touch with Rhoda Broadley (contact details below) and she'll be happy to help.

Meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.



Michael Cook
Centre Director, Lendrick Muir

JOB DESCRIPTION: TRAINEE COMMIS CHEF

JOB TITLE: Trainee Commis Chef

LOCATION: Lendrick Muir

LINE MANAGER: Head Chef

CONTRACT TERM: 2 year/Full Time

PURPOSE: Working as part of the staff team, to assist the Catering Manager in the provision of all aspects of Catering at Lendrick Muir

MAIN TASKS AND RESPONSIBILITIES:

To participate as fully as possible in the life and activities of the Centre through demonstrating commitment to the SU Scotland ethos, vision, values and work practices. The centre is an intentional community and it is a requirement of this role that the candidate takes an active role in the community, this includes living onsite in staff accommodation as provided. This would also involve attending Team Christian Teaching time where the Bible is discussed and prayer by those who wish to participate takes place.

To support the Head Chef and Catering Manager to fulfil the varied catering functions and associated tasks at Lendrick Muir which includes:

- Preparation, assisting with cooking and service of food to all catered groups
- Ensuring routine checks are carried out and recorded in relation to:
fridge and freezer temperatures
- Stocking linens and chemicals in kitchens
- Recycling
- Updating stock records of fridge, freezer and dry goods
- Balancing of 5 kitchens
- Maintaining a high level of cleanliness in kitchen areas
- Dealing with incoming orders and storing correctly

To participate fully with the in-house and external training programmes which form part of your development opportunities to progress towards becoming a qualified Commis Chef.

In common with all SUS staff members:

- Further the aims and activities of Scripture Union Scotland
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Taking part in other Scripture Union activities where appropriate.
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9), This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

October 2017

Trainee Commis Chef, Lendrick Muir



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
Some work experience in catering or other hospitality role		✓
Education		
Willingness to undertake relevant on the job training	✓	
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of his or her church fellowship	✓	
Able to undertake evening and weekend duties	✓	
Willingness to live onsite in shared accommodation and take an active part in the intentional community	✓	
Possessing an interest in wider Christian mission		✓
Aptitude		
Demonstrate in interest in catering or cooking	✓	
Willingness to work hard across different centre teams	✓	
A good team player	✓	
Willingness to learn new skills and improve knowledge	✓	
A positive attitude towards undertaking tasks required	✓	
Commitment to providing a high standard of guest service	✓	
Demonstrates commitment and drive	✓	
Other		
Able to demonstrate knowledge and understanding of SU Scotland		✓

LENDRICK MUIR
TRAINEE COMMIS CHEF



TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full time working an average of 37.5 hours per week, subject to variation in accordance with seasonal hours and the fulfilment of your responsibilities, or by agreement with your line manager. The term of the post is 2 year.

2. PROBATIONARY PERIOD

The first month of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your fixed term appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY

An allowance of £550 per month will be paid plus single accommodation in a shared house and a food package. The allowance will increase to a maximum £750 per month where the training targets have been met in full.

You will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution).

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will increase with length of service.

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Possible next steps...

- If you feel this role is something that God may be calling you to apply for:

Feel free to contact Rhoda Broadley for a chat about the role

 rhoda.broadley@suscotland.org.uk

 01577 842000

[Download your application and equal opps forms](#) (Word docs) from our website

Email your completed forms to hr@suscotland.org.uk

- If this is not for you, feel free to forward this pack on to someone else who you think may be well suited to applying.

Thanks for your interest.

www.suscotland.org.uk
Scottish Charity SC011222

