



Cook

Recruitment Pack
2021/22



Do you have experience catering for large groups and managing a kitchen? Would you like to use those gifts to support ministry with young people at a busy outdoor centre?

We are looking for someone to run the kitchen at our 58 bed activity centre at Alltnacriche, just outside Aviemore. This will involve cooking healthy and tasty meals for our guests, keeping the kitchen in line with relevant legislation and supporting self-catering groups to make full use of the kitchen facilities.

What do we do at Alltnacriche?

At Alltnacriche we host a variety of different groups through a busy season, usually from late February through to November. These groups can range from fully catered school residentials through to self-catered weekends and summer holiday groups. We regularly deliver a programme of adventurous activities to our guests, providing them with the opportunity to explore the Christian faith in the outdoors.

How do I fit in?

You will be responsible for all aspects of catering at Alltnacriche. You will report directly to the Centre Manager and work closely with colleagues responsible for our programmes. You will supervise colleagues working alongside you in the kitchen and demonstrate high standards in both food delivery and guest interactions.

What's it like?

During school residentials the centre is very busy. A continental breakfast is delivered to guests at 8am, with a three course evening meal starting at 5:30pm. Expect to work split shifts during our busy season, with time off in-lieu granted during quieter periods. Alltnacriche is a small team and you will be involved in all aspects of caring for our guests, including regular evening work. Potential for flexible working arrangements and details of the accommodation package on offer can be discussed at interview.

We hope you enjoy reading through the enclosed recruitment pack and if you have further questions about the role prior to applying, feel free to get in touch in confidence, contact details are at the back of the pack.

About SU Scotland

Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations. More than 2,000 volunteers are involved in helping to run our ministry, together with around 100 staff and associate workers.

- Our SU **Holidays and weekends** are the place to be for high energy activities, music, crafts, friends, fun, camping and a whole lot more
- Our **residential centres** are places of adventure, escape, discovery and hope, hosting thousands of school pupils on residential breaks each year
- We work in **schools** - throughout the academic year, SU workers and volunteers contribute to the curriculum in many of Scotland's schools
- Our **discipleship** programme helps young people to grow, learn, explore and develop leadership skills
- We partner with **churches** across Scotland, helping them realise their vision for mission and evangelism
- We seek to **prioritise the disadvantaged** in all that we do.



Our vision and values

Our vision is to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.

Everything we do is governed by two core values: dependence on God and deepening relationships.

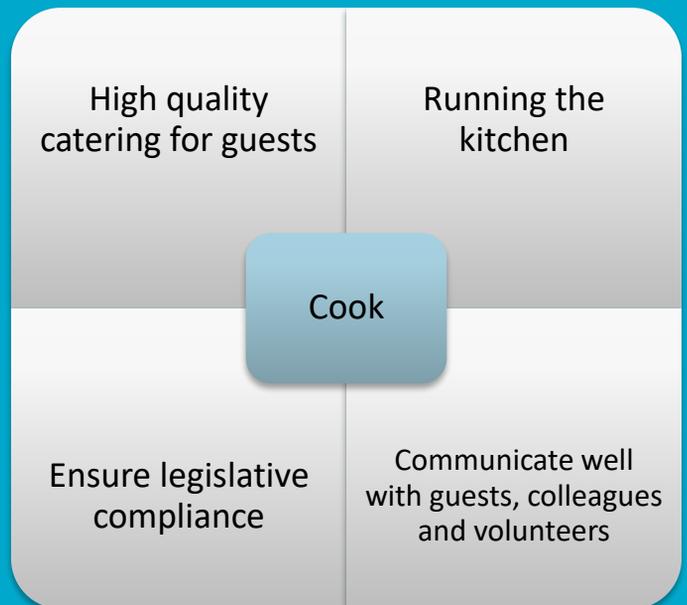
We love to see children and young people:

- **Feeling valued and accepted in every encounter with SU Scotland** - being able to express their views, engage with others, and grow in confidence as they recognise and develop their abilities.
- **Exploring the key stories and events from the Bible**, reading and studying the Bible on their own and with others, and growing in their understanding of God and what it means to follow him.
- **Having opportunities to learn about Jesus**, making the decision to follow Jesus, and having the confidence to reflect this in their choices, attitudes and actions.

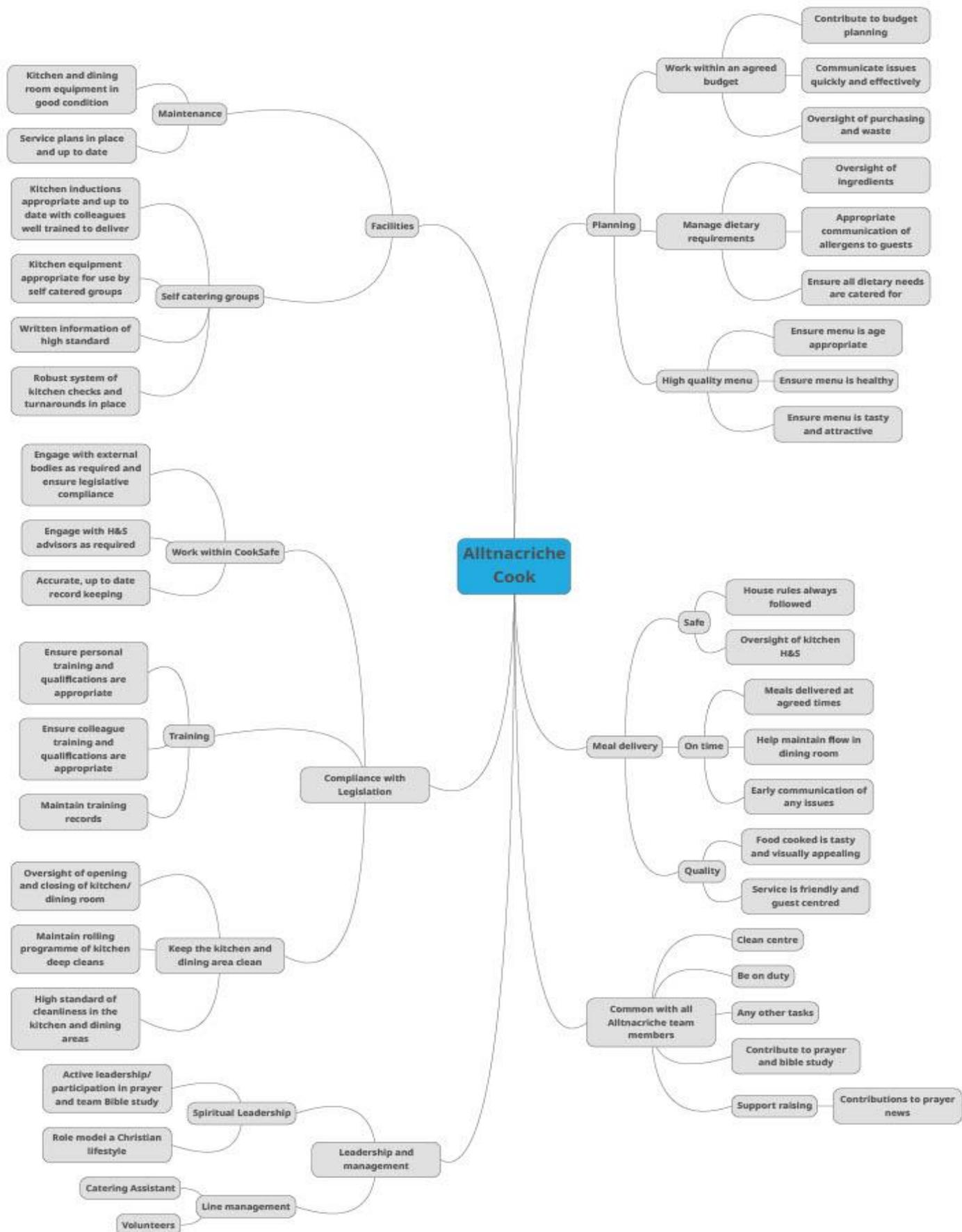


Key aspects of the role

- ✓ Play an active role in enhancing the ministry of Alltnacriche
- ✓ Provide high quality tasty food for guests
- ✓ Manage the kitchen, including legislative compliance
- ✓ Communicate well with all centre users



Key aspects of the role



Job overview

Job Title:	Cook, Alltnacriche
Salary:	£14,191 per annum, plus accommodation (valued at £4,500 for pension contribution purposes) Single or married accommodation available. Plus generous employer pension contributions
Location:	Alltnacriche, Lynwilg, Aviemore, PH22 1PZ
Contract:	Full-time working 37.5 hours per week, subject to seasonal variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager. 3 years Fixed Term Contract
Managed by:	Centre Manager, Alltnacriche
Responsible for:	Catering Assistant
Job purpose:	<ul style="list-style-type: none">• To enhance the ministry of Alltnacriche, through the planning and delivery of high-quality catering to our guests• To be responsible for kitchen administration, including legislative compliance, safe delivery and excellent communication with guests, colleagues and volunteers
Key relationships:	External: Service users from schools (pupils, teachers, etc.), other users (church leaders, youth workers, etc.), suppliers, contractors Internal: Alltnacriche Staff Team, Catering Manager LM, Volunteers

Tasks and responsibilities

Planning

- **Work to an agreed budget**
 - Ensure orders are within budget and waste is kept minimal
 - Contribute to the annual budget planning process
 - Communicate any issues relating to costs in a timely manner
- **Manage dietary requirements**
 - Maintain clear oversight of all ingredients used in the kitchen
 - Communicate dietary information appropriately to guests and any other service users
 - Cater for all dietary needs as required
- **High quality menu**
 - Ensure that the menu for catered groups is appropriate for key target age groups
 - Ensure that the Alltnacriche menu is balanced and healthy
 - Ensure that the Alltnacriche menu is of a high quality, taking into account guest feedback

Meal Delivery

- **Safe delivery of meals**
 - Maintain oversight of food delivery and ensure house rules are followed
 - Ensure health and safety compliance by all kitchen staff
- **Meals on time**
 - Ensure meals are served at agreed times
 - Assist with dining room flow by working closely with dining room supervisor
 - Communicate any issues regarding meal times to relevant responsible person
- **Lead and maintain quality**
 - Ensure food is cooked to a high standard, tastes good and looks good.
 - Role model a friendly and guest focussed approach to all service users

Tasks and responsibilities

Compliance

- **Work within Cooksafe and implement agreed HACCP based system**
 - Ensure record keeping is appropriate, accurate and up to date
 - Engage with H&S advisors and implement recommendations
 - Engage with external bodies as required and ensure legislative compliance
- **Training**
 - Maintain records of all staff training related to catering
 - Deliver training to colleagues as required
 - Ensure personal training and qualifications are up to date
- **Kitchen/dining area**
 - Responsible for safe opening and close down of kitchen and dining area
 - Implement a rolling programme of deep cleans in areas of responsibility
 - Maintain high standards of cleanliness throughout kitchen and dining area

Facilities

- **Maintenance**
 - Ensure kitchen and dining room equipment is in good condition and appropriate for the needs of the centre
 - Maintain relationships with key contractors and ensure all service schedules are up to date with records kept
- **Self Catering groups**
 - Ensure kitchen inductions are appropriate and up to date
 - Ensure written information to self catering groups is presented well and accurate
 - Enable colleagues to deliver inductions through training and mentoring
 - Implement a robust system of kitchen checks and turnarounds following kitchen use by self catering groups.

Tasks and responsibilities

Leadership and Management

- **Spiritual Leadership**
 - Demonstrate continual reliance on God through active participation/leadership of prayer and Bible teaching as required.
 - Role model a Christian lifestyle
- **Line management/supervision of colleagues**
 - As identified and agreed with the Centre Manager, effective line management/supervision in line within SUS policies and procedures

In common with all Alltnacriche team members

- **To participate fully in the life and ministry of Alltnacriche including:**
 - Attend and take a share in leading staff prayer and Bible study.
 - Build partnerships with existing and potential supporters to encourage prayer, giving and volunteering support for your specific role and the wider ministry of SU Scotland as appropriate to your role.
 - Contribute to Alltnacriche Prayer News
- **Assist with daily operation of the centre**
 - Assist with cleaning
 - Act as duty staff, providing the first point of contact for guests (on a rotational basis).

In common with all SU Scotland line managers:

- Taking responsibility for ensuring that staff management and development policies and practices are implemented for all members of staff within her/his area of accountability - including performance management and providing an annual appraisal for each member of accountable staff.

Tasks and responsibilities

In common with all Scripture Union Scotland employees:

- Further the aims and objectives of SU Scotland;
- Undertake personal development through active participation in annual work reviews, supervision and identified training (internal, external or other) as required;
- Take part in other SU Scotland activities where appropriate;
- Demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- To build partnerships with existing and potential supporters to encourage prayer, financial giving and volunteering support for your specific role and the wider ministry of SU Scotland. The means of doing this will be tailored according to the nature of your role and personal circumstances and an action plan agreed with your line manager

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.

It is a requirement of the role that you will live on-site.

Appointment will be subject to a satisfactory PVG Scheme Disclosure and references.

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.

What are we looking for?

CRITERIA	NEEDED	IDEAL
Knowledge & Experience		
At least 1 year's experience of catering for groups (eg over 30) on a regular basis	✓	
Experience of planning and budgeting menus for large groups		✓
Experience of catering for a variety of needs, taking into account dietary requirements		✓
Experience of supervising the delivery of meals to large groups		✓
Understanding of Health and Safety at Work, and how this fits into a successful kitchen	✓	
Understanding of HACCP controls and ability to implement an effective set of house rules	✓	
Computer literate with understanding of Windows, MS Office including Excel	✓	
Good numeracy and literacy skills	✓	
Education and Qualifications		
A good standard of basic education	✓	
Qualification in catering (eg diploma or degree level)		✓
Food hygiene level 3 certificate or above	✓	
Other relevant qualifications (eg First Aid, SVQs etc)		✓
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of their church fellowship	✓	
Able to undertake evening and weekend duties and act as an "on-call" member of staff through the night	✓	
Able to become part of the Alltnacriche community	✓	
Ability to quickly establish positive relationship with children, young people and adults	✓	
Aptitude		
Someone who enjoys cooking	✓	
Able to work with a wide range of individuals in a professional manner, Good team player.	✓	
Conscientious, resourceful and reliable	✓	
Works well and communicates well under pressure and copes well in a dynamic and changing environment	✓	
Ability to plan in a structured way, thinking ahead and carrying projects through to completion	✓	
Ability to represent the organisation in a professional manner	✓	
Other		
Own transport and a full current driving licence		✓
Other relevant qualifications eg Food Handling, First Aid, Minibus (D1 driving licence		✓
Able to demonstrate knowledge and understanding of SU Scotland		✓

Terms and conditions

HOURS

The post is full time, working 37.5 hours per week, subject to seasonal variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager. This role will require regular evening and weekend working and you may be required to hold the duty phone overnight. This is a fixed term post for 3 years.

PROBATIONARY PERIOD

The first three months 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 appointment will be confirmed. The employer reserves the right to extend your probationary period.

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 three months.

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 until you have been continuously employed for five years. Thereafter, you will be entitled to one week's notice for each completed year of service up to a maximum of twelve weeks.

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

SALARY

£14,191 per annum (dependent on experience) plus accommodation (valued at £4,500 per annum for pension contribution purposes).

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

PENSION ARRANGEMENTS

SU 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.)

LIFE INSURANCE COVER

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

ACCOMMODATION

Please note that staff accommodation is provided for this role.

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.

Possible next steps...

- If you feel this role is something that God may be calling you to apply for:
 - feel free to contact Dave Moss, Centre Manager for an informal, confidential discussion about the role – email dave.moss@suscotland.org.uk or call 01479 810237
 - [Download your application and equal opps form](#) (Word docs) from our website
 - Email your completed forms to hr@suscotland.org.uk
- **Closing date:** 31 January 2022
- **Interview date:** TBC
- 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

