

<b>Job Description:</b>	<b>Cook</b>
<b>Accountable to:</b>	Head of Hospitality and Facilities
<b>Location:</b>	Corrymeela Centre, Ballycastle

## Introduction

The Corrymeela Community is both a Community of Members and a charitable entity. The charity's objects are to be a Christian community of peace and reconciliation by engaging with difference, addressing division and supporting peace and reconciliation in Northern Ireland and beyond.

The Corrymeela Community Charter describes how we are together as a community of members, staff, volunteers and supporters and how we do things together. The Corrymeela Community Strategy articulates what we do. The Council, the members of which are charity trustees and company directors, signs off the Charter and the Strategy. The Council holds accountable the Leader, and through the Leader the Senior Management Team, for working closely together to uphold the Charter and deliver the Strategy.

For more information visit [www.corrymeela.org](http://www.corrymeela.org)

## Overall Purpose

The kitchen provides meals for up to 150 people per day. These can vary from family groups with many children, to groups of teenagers and adult conference groups. The variety of groups means differing demands on style, volume and variety of food which the kitchen needs to produce. The delivery and the quality of the food and the approach of the Kitchen Team are a vital aspect of the experience which individuals and groups have during their stay at the Centre in Ballycastle. The primary area of responsibility as part of the Kitchen Team is to oversee the preparation, cooking and service of meals to our visitors.

## Key Tasks

- To prepare, cook and serve meals whilst playing your part alongside other staff and volunteers in the Kitchen Team.
- To ensure the maintenance of and compliance with the necessary food safety and hygiene standards in the kitchen. This includes participating in and overseeing the regular cleaning of equipment, utensils and all aspects of the kitchen area as a whole.

- As part of the Kitchen Team to work in a way that is in line with the ethos of the Corrymeela Community, whilst contributing to the improvement of our daily food experience, with an attitude that is flexible, creative and supportive to the needs of the Centre.
- Staff need to be willing to be trained in the use of all equipment and materials and must observe health and safety requirements and procedures.
- Any other reasonable duties as requested by the Head of Hospitality and Facilities.

## **Work Pattern**

The Centre operates over a seven-day week for 50 weeks of the year. The person appointed will operate as part of a team. The post holder will work on a rota system, which includes evenings and weekends.

*This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.*

## **Flexible Work Patterns**

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff are required to work in a flexible way to meet the needs of the organisation. This may include residential periods at the Centre and time away from home representing Corrymeela.

## **Statement on Confidentiality**

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

## **Safeguarding**

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

## **Employment of Ex-offenders**

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

## **General Responsibilities**

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.
- To be familiar with the Corrymeela Community Charter.

## **Further Information**

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

<b>Personnel Specification:</b>	<b>Cook</b>
<b>Location:</b>	Corrymeela Residential Centre, Ballycastle.
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	1560 annualised hours (equivalent to 30hrs per week)  Reasonable hours outside of this may be required to fulfil the obligations associated with the post.  Flexibility to work during evenings and weekends are essential.
<b>Salary:</b>	£19,120
<b>Pension:</b>	A Corrymeela Community Pension scheme is in operation.
<b>Notice Requirement:</b>	One month.
<b>Probationary Period:</b>	Six Months.
<b>Terms &amp; Conditions of Employment:</b>	2 satisfactory references are required, one which must be from a current/previous employer.  Successful applicants must evidence their right to work in the UK (under the Immigration, Asylum and Nationality Act 2006).  Evidence of relevant academic and professional qualifications.  Evidence of appropriate vehicle documentation.

## Essential Criteria

1. City & Guilds Level 1 Food Safety and Hygiene for Catering or equivalent.
2. Proven ability to prepare and serve lunch and dinner whilst being able to respond in a flexible, creative and supportive way to the needs of groups, staff and volunteers (i.e. the consumers/customers).
3. Proven track record of working both in a team and independently.
4. Demonstrable experience of flexible working within a demanding environment.
5. Excellent working knowledge of food safety, allergen and hygiene standards.
6. Maintain and clean kitchen work surfaces, pots, pans and cooking utensils and participate in periodical deep cleaning tasks.
7. Satisfactory pre-employment check which will be conducted via Access NI (Corrymeela will conduct this prior to appointment).
8. Legal status to work within the EEA.

## Desirable Criteria

1. City & Guilds Level 2 Food Safety and Hygiene for Catering or equivalent.
2. Experience of ordering stock and basic stock control procedures.
3. The ability to bake breads, scones etc.