



Girlguiding UK
girls in the lead

**Application Information Pack
Casual Assistant Cook
Waddow Hall**

Introduction to Girlguiding UK

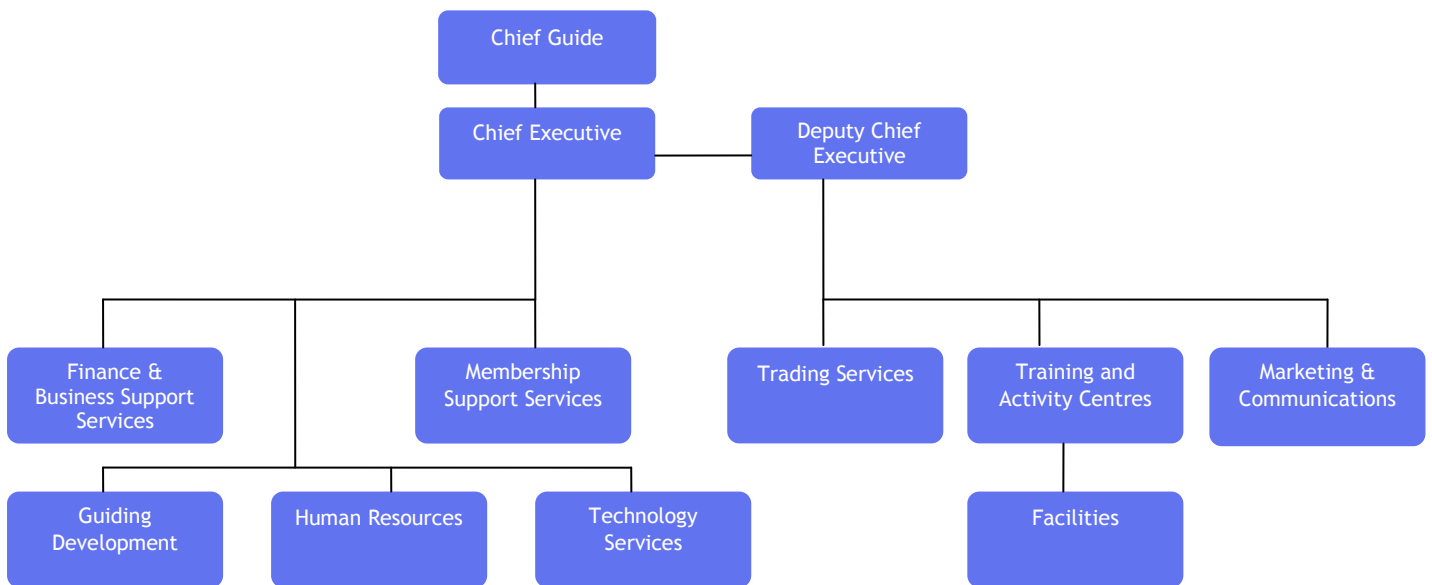
Thank you for your interest in the role of Casual Assistant Cook. This document provides information relating to the above vacancy and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Girlguiding UK

Girlguiding UK is the largest voluntary organisation for girls and young women in the UK, with more than half of the female population involved in guiding at some point in their lives. Through a range of exciting activities and challenges, we provide opportunities for our members to gain self-confidence and self-esteem within a safe, female-only space.

We have over 170 employees at our Commonwealth Headquarters in central London, Trading Services in Cheshire, and Training and Activity Centres throughout the UK.

Organisational Chart



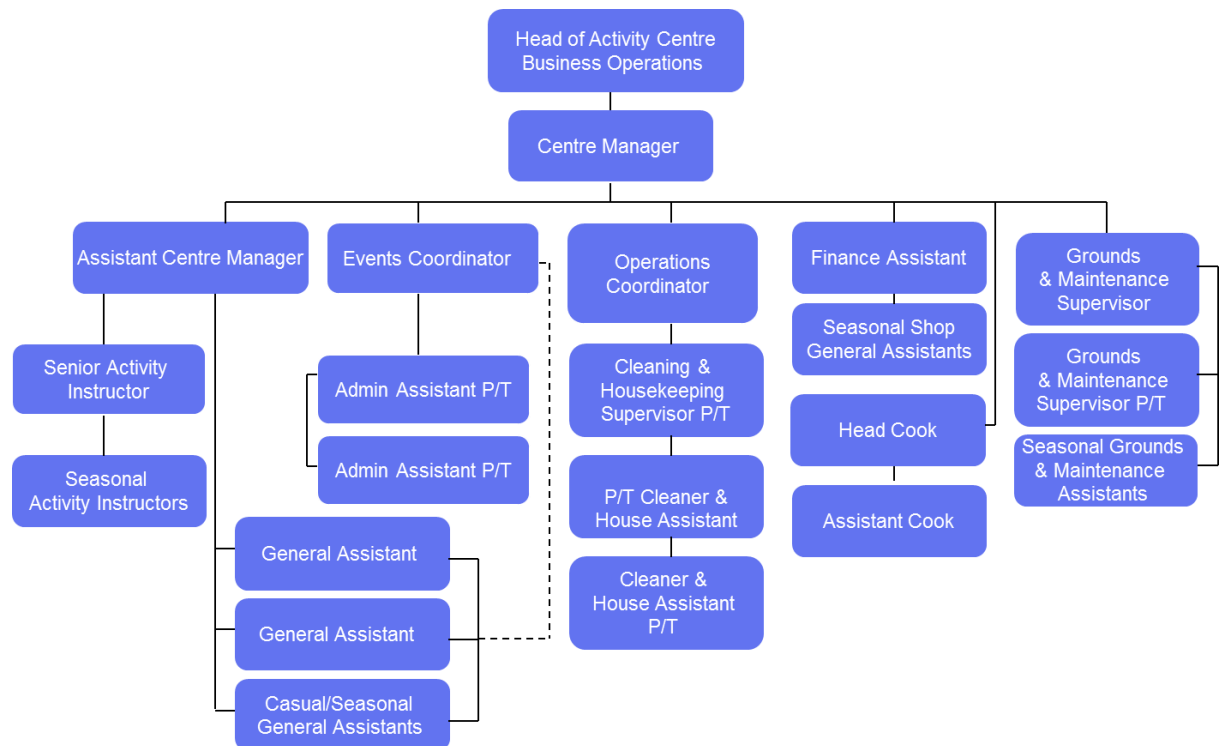
The role of the Assistant Cook

The role of Casual Assistant Cook is based at Waddow Hall and reports to the Head Cook.

The job holder will be expected to prepare meals for guests of all ages and lengths of stay at Waddow Hall, and to maintain high standards of cleanliness and hygiene, as well as have an understanding of, and be able to provide for all dietary needs.

All applicants must have a good understanding of dietary needs and related catering options, the ability to work effectively as part of a team to complete day-to-day tasks and achieve deadlines and a good general Health & Safety knowledge, specifically related to safe systems of work, food hygiene and working in a catering facility as well as experience of catering for guests of all ages and corporate/professional groups

Waddow Hall Organisation Chart



The role of the Assistant Cook

Applications

The closing date for applications is 14 February 2012. Please complete the application form and Equal Opportunities monitoring form and return by post to Human Resources, Girlguiding UK, 17-19 Buckingham Palace Road, London, SW1W 0PT or by email to hrvacancies@girlguiding.org.uk.

Candidates will be shortlisted on the basis of the application form. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately, we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews will be held in the week commencing 20 February 2012 at Waddow Hall, Clitheroe, Lancashire BB7 3LD

Please note that it is not Girlguiding UK's policy to reimburse applicants in respect of travel expenses to attend interviews.

Job Description

Basic job details	Grade: C
Job Title: Casual Assistant Cook	Reports to: Head Cook
Department: Waddow	

Overall purpose of job

To plan, prepare and provide meals for all visitors attending meetings and events at Waddow Hall as and when required. To deputise for the Head Cook in their absence, by ensuring sufficient supplies are ordered and managed effectively.

Main areas of responsibility

- To prepare meals for guests of all ages and lengths of stay at Waddow Hall, in line with guests' individual needs and requests. This may include guests staying in the self-catering buildings and campsites, as well as for special events.
- To ensure that high standards of cleanliness and hygiene are consistently maintained and that equipment is clean, safe and meets the relevant health and safety standards. The role holder will carry out daily health and safety and food checks, maintaining the appropriate records.

Knowledge and skills

- An understanding of all dietary needs and to be able to provide them.
- Knowledge of health and safety and food hygiene.
- Experience of working within a catering facility.

Problem solving

- To assist with the compilation of well-balanced, varied and nutritional menus, using locally-sourced products.
- To promote equality and ensure duties all are carried out in accordance with the equal opportunities policy.

Innovation

- To be able to make effective use of supplies and equipment in order to cater for unplanned situations, for example, for unexpected guests or loss of power.

Planning & decision-making

- To be able to work unsupervised in a pressurised situation, sometimes with multiple deadlines, whilst always maintaining the excellent reputation that Waddow Hall has for its catering service.

Interpersonal skills

- To maintain high customer care standards and provide a positive contribution to the overall ethos of Waddow Hall and Girlguiding UK, conducting all activities in a manner which promotes and enhances the image and reputation of both.

People development and leading

There is no people development and leading with this role.

Monetary responsibility:

There is no monetary responsibility with this role.

Additional information

The hours of this post are flexible and vary in line with the business of the centre. As Waddow Hall is open seven days a week, the post holder may be required to work mornings, nights, weekends and bank holidays.

To undertake any other reasonable requests as detailed by a manager in line with the needs of the business.

Person Specification

	Assessment	Essential Desirable
• Skills		
Good oral and written communication skills	Interview/Application	Essential
Excellent organisational skills	Interview	Essential
Ability to prioritise workload with minimum supervision	Interview/Application	Essential
Ability to work effectively as part of a team to complete day-to-day tasks and achieve deadlines	Interview/Application	Essential
Ability to work under pressure in order to meet multiple deadlines	Interview/Application	Essential
Basic computer skills, particularly Microsoft Word and Excel	Interview/Application	Desirable
• Knowledge		
Good general health and safety knowledge, specifically related to safe systems of work, food hygiene and working in a catering facility	Interview/Application	Essential
Understanding of dietary needs and related catering options	Interview/Application	Essential
A good knowledge of the Girlguiding UK or The Scout Association	Interview	Desirable
• Experience		
Experience of catering for guests of all ages	Interview/Application	Essential
Experience of catering for corporate/professional groups	Interview/Application	Essential
Experience of working in a customer-orientated environment and with volunteers	Interview/Application	Essential
Experience of catering for large groups	Interview/Application	Desirable
Experience of effectively planning and managing an efficient catering facility within a busy residential setting	Interview/Application	Desirable
• Qualifications/Training		
Catering qualification such as City & Guilds or NVQ2-3, or currently working towards achieving this	Application	Essential
CIEH Level 2 award in food safety in catering	Application	Essential
A full and clean driving licence	Application	Desirable
A valid first aid certificate	Application	Desirable
• Values		
Commitment to the principles of equal opportunities	Interview	Essential
To support the aims of Girlguiding UK	Interview	Essential

Terms & Conditions

Contract Type

This post will be a casual contract.

Location

You will be based at Waddow Hall, Clitheroe, Lancashire, BB7 3LD

You may be required to travel inside the UK on business of the Association.

Salary/Rate

The salary is £7.03 per hour

Working Hours

Your hours of work will be agreed with your Line Manager/Supervisor. As the role holder will be paid on an hourly casual basis, there are no set working hours. As part of this role you may be required to work mornings, nights, weekends and bank holidays.

Medical and Criminal Records Check

This post may involve access to young people and it is a requirement under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required submits a criminal record disclosure application to the Criminal Record Bureau.

Employment is subject to satisfactory receipt of a medical check and a criminal record disclosure check. Upon successful appointment, you will be required to complete a medical questionnaire.

Holidays

Annual holiday entitlement is accrued at a rate of one hour annual holiday entitlement for every nine hours worked. Our holiday year starts on 1 January and ends on 31 December. All leave accrued should be taken with the current holiday year.

Terms & Conditions

Notice Period

You have the right to choose whether or not to accept any offers of work, but if you do and you decide that you wish to cease providing your services to the Association for whatever reason, the Association requires you to give two clear working days' notice.