



Work with us

Catering Supervisor

Recruitment Pack





Welcome to Compass

We are delighted that you have taken the first step to joining the team here at Compass Christian Centre, Glenshee.

Our vision is to be at the forefront of Christian Outreach in Scotland, and our aim is to share the love of Jesus Christ in the atmosphere of a caring home while providing opportunities for the enjoyment of outdoor activities.

We are the oldest established Christian Outdoor Centre in Scotland and in 2017 we celebrated our 50th anniversary! Our converted hunting lodge sleeps over 60 guests and each year we welcome more than 1600 young people under the age of 16 years through our doors. We work with schools from Aberdeen, Angus, Dundee, and Perth & Kinross Councils as well as dozens of Church and Youth Groups from all over Scotland. We have some really exciting activities for our guests including water based activities and our new aerial ropes course, the Stanley Nairne Skytrail.

If you join the work here, you will be an enthusiastic team player with excellent customer service skills and have a desire to provide an outstanding quality of service to our guests. You will be a talented cook with a proven track record and have the ability to respond quickly and effectively to the needs of a variety of Centre users.

This is a residential post and a permanent position, initially for one year, with a probationary period of three months.

For this post, it is important that you are committed to Compass Christian Centre's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation. Appointment to the team will be subject to 2 suitable references and a satisfactory PVG Scheme Disclosure.

This pack contains a job description, person specification and terms of employment. Please read through everything carefully and if you feel this is for you and you would like to apply, send your completed application form to Robyn - you'll find all our contact details on the back page.

In the meantime, please be assured of our prayers as you consider and pray about whether this is God's move for you.

Nigel Johnston
Centre Manager





JOB DESCRIPTION

JOB TITLE:	Catering Supervisor
CONTRACT TERM:	1 year minimum / Full time
RESPONSIBLE TO:	Centre Manager
PURPOSE:	To support the vision and aim of Compass Christian Centre by providing an efficient and high quality catering function for our staff and guests.

It is an occupational requirement that the post holder is a practicing Christian, under part 1 of Schedule 9 of the Equality Act 2010. This means that you have a personal faith in Jesus Christ as Saviour and Lord and that you believe the Bible to be trustworthy and the highest authority for faith and life. It is important that you are committed to Compass Christian Centre's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation.

The Centre is an intentional community and it is a requirement of this role that the candidate takes an active role in this community. This includes: living on site in staff accommodation provided, which is for a single person; taking part in daily staff devotions; undertake professional development as required.

The successful applicant will be required to become a member of the Protection of Vulnerable Groups (Scotland) Scheme.

PREVIOUS EXPERIENCE:

You will hold at least the Elementary Food Hygiene Certificate, completed within the last 3 years and preferably the Intermediate Food Hygiene Certificate.

Some experience of catering for large numbers is essential. This may have been through voluntary work or professional employment. Formal qualifications are less significant than experience and enthusiasm.

You will have the ability to organise your work and those working in the kitchen to prepare and present meals in a way that builds on our reputation of providing high quality food in a homely and caring atmosphere.





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TASKS:

As part of our team you will have responsibility for leading the kitchen in the preparation and serving of a combination of cooked breakfast, lunch, two course dinner and home baking for up to 60 guests plus staff.

Catering for guests:

Planning menus suitable for the type of group, taking into account special diets
Calculating and placing food orders in line with the catering budget
Managing food storage, stock control and minimising waste
Preparing and cooking meals to a high standard and overseeing others
Supervising meal service and portion size
Communicating with other staff, leaders and guests to help meet their requirements
Preparing the kitchen for self-catered groups and inducting them

Catering for staff:

Ensuring appropriate supplies are made available to staff, as outlined in the handbook
Overseeing a system to provide nutritional and varied meals for staff

Kitchen management:

Ensuring excellent standards of food hygiene are maintained
Ensuring full HACCP procedures are implemented
Keeping accurate HACCP records
Liaise with Environmental Health as required
Ensuring kitchen equipment is maintained and serviced
Monitoring and restocking of kitchen items as necessary
Managing and taking part in kitchen deep cleans
Prepare and deliver kitchen induction for new staff
Develop nutritional, varied and cost effective menus

Other duties:

At times where work is less busy in the kitchen, you will be required to undertake a range of other duties around the premises, both inside and outside the buildings as skill allows. Any other tasks to support the work and ministry of Compass Christian Centre as requested by your line manager or the Centre Manager





PERSON SPECIFICATION FOR CATERING SUPERVISOR

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
At least one year's experience of catering for large groups	✓	
Experience of working in a commercial kitchen	✓	
Experience of managing a kitchen to comply with HACCP framework	✓	
Previous experience of supervising a kitchen		✓
Experience in a previous role of working under your own initiative		✓
Education		
Good numeracy and literacy skills	✓	
A good standard of education	✓	
Qualification in catering		✓
Basic Food Hygiene Certificate	✓	
Intermediate Food Hygiene Certificate		✓
Social		
A practising Christian whose lifestyle is in keeping with Compass Christian Centre's ethos and statement of faith.	✓	
Able to work in a shift pattern including evenings and weekends	✓	
Willingness to live on site in single staff accommodation provided and be an active part of the intentional community	✓	
Aptitude		
Passionate about the vision and aims of Compass Christian Centre	✓	
A good team player	✓	
Commitment to providing a high standard of guest service	✓	
Willingness to learn new skills and improve performance	✓	
Demonstrates commitment, initiative and a positive attitude	✓	



TERMS AND CONDITIONS OF SERVICE

- HOURS:** This is a full time post and you will work an average of 40 hours per week. Meal breaks and other non-working time are not included. You will have two days off per week as arranged by line managers. These days off are normally consecutive but a degree of flexibility is required. Weekends are often equally busy as mid-week and therefore weekend work would be considered the norm. A normal working day would begin with Morning Thought at 9.30 and finish when dinner is in the servery and the cooker is cleaned down. On occasion you may be required to cook breakfast which would mean a start time of 7.30am finishing at 4.30pm.
- PROBATIONARY PERIOD** The first 3 months of your employment will be probationary. Your performance will be monitored throughout this period. At the end of this period, if your performance is satisfactory, you will be confirmed in post. The employer reserves the right to extend your probationary period.
- SALARY:** You will be paid £750 per month in arrears on or before 25th of each month. In addition, Compass Christian Centre provide accommodation and a food package - this includes all utilities and Council Tax.
- PENSION:** Compass Christian Centre is part of the Workplace Pension Scheme. Depending on age and income, you will be invited to opt in or out of the scheme.
- HOLIDAYS:** The holiday year is 01 January - 31 December. Staff serving a minimum of 1 year are entitled to 29 days holiday each year in consultation with their line manager (this is inclusive of entitlement to local and national holidays). Staff serving less than 1 year are entitled to a pro rata number of days, and must serve a minimum of one month before taking any holiday. Holidays must Be taken in the relevant year except in exceptional circumstances. 5 days holiday must be held for the Christmas period.
- SICKNESS ABSENCE:** If you are ill and unable to work you must inform your line manager as soon as possible, preferably before you are due to start work. After 7 days off work you must produce a doctor's certificate.
- TERMINATION OF EMPLOYMENT:** You are required to give and entitled to receive 1 months notice of termination of employment after successful completion of the probationary period. Salary may be paid in lieu of notice, but there is no entitlement to notice or pay in lieu of notice if your employment is terminated on the grounds of your material breach of contract or misconduct.
- GRIEVANCE / DISCIPLINARY:** Details of the Centre's policy can be found in the Staff Handbook. In brief, should you have a grievance, in the first instance speak to your line manager. If this is inappropriate, then you should raise the matter with the Centre Manager. There is a 3 step process to follow; failure to do so could affect any compensation awarded by an Employment Tribunal.



How to contact us

Having read all the information, if you would like to apply to join our team, please contact Robyn Johnston to ask for an application form.

 robynjohnston@compasschristian.co.uk

 01250 885209

Thank you for your interest

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