



"A Prayerful Community Renewing the Church's Mission"
Wydale, Brompton-by-Sawdon, Scarborough, YO13 9DG
www.wydale.org



COOK



With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, the North Yorkshire Moors National Park, and the incomparable Yorkshire coast. We are led and guided by the Archbishop of York, Stephen Cottrell. As a family of clergy, parishes and schools, our vision is to Live Christ's Story.

Wydale Hall

Wydale Hall is our retreat and conference centre; a place of Christian service and hospitality set in 14 acres of gardens and woodlands. Located in wonderful countryside between Pickering and Scarborough, we provide for retreats, conferences, away days and events. Our aim is to be a prayerful community renewing the Church's mission.

The Hall has 29 en-suite bedrooms, and three large conference rooms including the beautifully restored old ballroom. More than just a venue though, we offer a resource for the Church, regionally and nationally - a place of rest, recuperation, training and development.



The majority of our bookings come from Christian groups, who use the centre for conferences, quiet days, retreats and training events. Some bookings come from the secular commercial market, and we welcome individual guests as well. To complement this, we pride ourselves on a flexible catering provision, featuring excellent food and warm hospitality.

The Opportunity

Hospitality and the sharing of food are a vital part of daily life at Wydale, and the provision of well-cooked, wholesome meals and refreshments for our guests is key to our ministry. We are seeking to recruit a full time Cook to be a key part of our Catering team.

You will be a catering professional or a gifted amateur who is capable of cooking alone for 30+ people and who shares our passion for putting good food at the heart of a warm welcome. The role is 40 hours per week, worked on a flexible shift basis of 5-6 days per week including weekends. You would need to be available to work at Christmas and Easter, but along with good rates of pay we offer generous holiday provision, pension and other benefits.

Job Description

Purpose

- To assist the Catering Manager in the provision of high quality catering at Wydale and to deputise for them in their absence.

People

- To assist the Catering Manager in mentoring and developing other team members as appropriate.
- To assist the Catering Manager in the organisation of the weekly staff rotas.

Catering

- Access booking details and guest requirements on computerised system.
- Food preparation and cooking under the oversight of the Catering Manager.
- Deputising for the Catering Manager in their absence including taking responsibility for leading the catering team, drawing up rotas, preparing and cooking meals, stock control and food ordering.
- The maintenance of an hygienic kitchen in accordance with food hygiene legislation.
- Assisting in setting of tables and serving of meals to guests.
- Assisting in the provision of hot and cold drinks for guests throughout the day.
- Assisting with stock control and food ordering when required and to take full responsibility in the absence of the Catering Manager.
- Development of menu plans and research into food trends in conjunction with the Catering Manager and to take full responsibility in the absence of the Catering Manager.

- Cleaning of kitchen equipment and kitchen areas ensuring that all health and safety and food hygiene requirements are met.
- Assisting with washing up generally as required.
- To collect non-standard catering supplies to meet special requirements of guests not notified prior to arrival.
- Any other duties as requested by the Catering Manager or Management team.

Finance

- To assist the Catering Manager in monitoring the catering budget, comparing costs and providing recommendations.

Health and Safety

- To support the Catering Manager in the setting, implementation and monitoring of best practice standards for all aspects of Wydale catering.
- In conjunction with other members of staff, to be aware of and responsible for ensuring compliance with legal requirements and Diocesan policies relating to Fire, Hygiene, Health and Safety and Safeguarding.
- To act upon any discrepancies that may come to your attention within your area of responsibility and highlight to the Catering Manager or in his/her absence the General Manager any discrepancies which you feel are beyond your remit.
- To be fully aware of all Health and Safety procedures in place at Wydale Hall.
- To attend and as appropriate assist in all mandatory training with regard to fire, health and safety and manual handling.

Customer Service

- The Cook will frequently encounter guests needing assistance and will be expected to handle these themselves as much as possible.

General Responsibilities

- Attend relevant staff meetings, and be involvement in our wider work from time-to-time, in accordance with the skills and gifts of the post-holder.
- Participate in an annual review and appropriate continuing professional development.
- Demonstrate a collaborative and professional approach to the role.
- Encourage good relationships with immediate colleagues, other staff and customers.
- Undertake such other duties as reasonably requested.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The job description may be amended over time, in consultation with the post holder, to meet the needs of the Diocese.

Person Specification

Essential

Due to the location of Wydale and the shift nature of this work, having your own transport is essential

1. Experience as a cook in a catering establishment, or as a skilled and gifted amateur cook with the ability to cook wholesome meals for large numbers of people, to a timetable on a regular basis.
2. Qualifications in catering, food hygiene and health and safety, or an aptitude for and ability to work towards these.
3. A passion for good hospitality, a flair for simple food cooked well
4. An insight into food trends and nutrition, and the ability to contribute to menu planning, costing and budget management.
5. Good organisational skills; ability to prioritise workload against competing demands.
6. Ability to work unsupervised, cope with pressure, and use initiative.
7. Good communication and interpersonal skills; the ability to work as part of a team and relate well to a wide range of people and nurture the talent of others.
8. Self-motivated, with a flexible, can-do approach.
9. Excellent customer care skills.
10. Honesty and integrity.
11. While not necessarily a practicing Anglican, the post-holder will be in sympathy with the aims and ethos of Wydale, the Diocese of York and the Church of England.

Desirable

12. Computer literacy
13. Previous experience working in a retreat house, conference centre, or similar hospitality environment.
14. A willingness to contribute more widely to the work of the Wydale community.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Catering Manager
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at Wydale Hall
Hours	The post is full-time, 40 hours per week, working 5-6 days per week including some weekend working.
Salary	upto £25,000 per annum, depending on experience and skills
Pension	The YDBF offers a contributory pension and life assurance scheme organised by the Church of England Pensions Board. For each 1% of contribution paid by the employee (from min. 3% to a max. 7%), the employer will contribute equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)
<i>Non-contractual Benefits</i>	
Employee Benefits	Non-contractual benefits currently offered to includes eye care vouchers and a cycle to work scheme
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters if required.
Free Meals	Available when working