

Franciscan Missionaries of the Divine Motherhood

Charitable Trusts of the Congregation of Franciscan Missionaries of the Divine Motherhood
Charity Registration Numbers (England and Wales): 232098 (Scotland): SC039352



Ladywell Mission Statement

In Ladywell our mission is to create a hospitable place, with a peaceful and respectful atmosphere rooted in Gospel values which nurtures life for everyone.

POSITION	Assistant Chef
LOCATION	Ladywell Convent, Godalming
REPORTING TO	Chef in Charge and the Head of Hospitality
HOURLY RATE	Living Wage Employer - competitive
HOURS/WORKING DAYS	Full time working over 7 days on a shift rota basis

BACKGROUND

Special care is given to our FMDM Sisters who, after years of active ministry in different parts of the world, have now retired. Sisters and staff all play a part in making each community setting a place of welcome, comfort and safety for all who live, work and visit there, so that in everything we do, we witness to Christ's unconditional love reaching out to all.

In Ladywell there are three quite distinct communities

- ❖ La Verna – a care community – where full support services are required
- ❖ St Clare's – a community – where the need for support services will increase over the coming years.
- ❖ St Francis – a leadership community – minimal support services required.

JOB DESCRIPTION

About the role

- One of your key responsibilities will be preparing meals from the daily menu. You will get to know our residents and will respond to any special dietary requirements or preferences, promoting choice, dignity and respect
- Ordering and managing the kitchen supplies, you will also be responsible for checking and kitchen equipment
- You will complete all necessary paperwork which will include COSHH, HACPP, whilst adhering to company policies and procedures
- You will support the Chef in Charge in training and support other kitchen staff – such as kitchen assistants.
- Occasionally, you will help cater for ad hoc special events. These may include feast day celebrations, birthday celebrations, BBQ's and Christmas parties.

Who we're looking for

We are looking for a chef who has lots of drive and enthusiasm to be part of a dedicated team. It is essential that you have experience of working in a fresh food production kitchen. You will be passionate about food, current eating trends and understand the importance of good quality, home cooking.

You're hard-working with experience working in a busy kitchen. Ideally, you've already got some experience in a care home/residential setting. You're also a caring person who understands how important mealtimes are to older, vulnerable people. You're a good team player who takes pride in your job and is happy to go the extra mile. You know the importance of food hygiene and health and safety. Above all, you want to be a valued member of a friendly team.

What's in it for you?

- A competitive starting salary with the opportunity to increase this through professional development and training
- Cycle to Work Scheme
- We cover the cost of your DBS Check
- Stakeholder pension
- Comprehensive induction and on-going training and development
- Hot meal provided
- Uniform provided

EDUCATION

- Attend mandatory training days as required e.g. Manual Handling, Fire, First Aid etc.
- Learn required skills in order to widen experience as appropriate.
- Take responsibility for personal and professional development, and undergo further training as required.
- Read, acknowledge and apply policies and education updates in the specified manner.
- Relevant Safeguarding Training

HEALTH & SAFETY

Comply with Health, Safety and Welfare at Work Act, 2005.

Adhere to the FMDM policies, practices and procedures.

Maintain a safe work environment with due care and attention to safety to yourself and others.

Report incidents and hazards immediately to the Line Manager, and complete all required documentation.

Report faulty equipment promptly and in accordance with policies and practice.

Be a 'responsible person' in times of emergency. ie fire alarms and evacuation

PHYSICAL HEALTH

This role requires long periods of time on your feet. There is a requirement to be physically mobile to be able to carry out roles within this job profile.

UNIFORM

A uniform, shoes and a name badge will be provided

PERSON SPECIFICATION

Job Title: Assistant Chef

To prepare, cook and, serve meals, buffets, snacks, beverages and refreshments for the Sisters, Staff and Visitors. To maintain a clean, organised and tidy working environment both front of house in dining areas and within the kitchens.

	Essential	Desirable
Qualifications	<p>Basic Food Hygiene COSHH Manual Handling Food standards Agency – Food Allergy Control</p> <p>Ability to communicate, read and understand both verbal and written instructions in English.</p>	<p>Level 3 Food Safety Food Production and Presentation NVQ Fire Warden. Health Care – preparing food for those with dietary requirements. IOSH</p>
Experience	<p>Producing fresh food from a seasonal menu. Extreme care is given to ensure tasty, nutritious well-presented food is provided to customers/guests/community. Should have skills within all departments with an emphasis on traditional main courses and desserts. Must have a proven track record in safe food production practices.</p>	<p>Working in the voluntary / not-for-profit or charity sector. Some experience or knowledge of Religious community settings</p>
Other Skills/ Knowledge/ Abilities and Attributes	<p>Candidates invited for interview will be required to demonstrate:</p> <p>Practical cooking test Spoken and fluent English Good listening skills Ability to use initiative, be flexible and prioritise workload; take responsibility and be self-motivated The ability to respond to a given situation appropriately and sensitively at any time Have a 'hands on approach' Flexibility</p>	

Personal Commitments	The appointee will be required to Uphold the Mission and Ethos of the FMDM and our Mission Statement Develop an understanding of, and work within, the structures and organisation of a Catholic Religious Congregation Treat all people with compassion, dignity, hospitality and respect Undergo appropriate training where required Create and promote positive relationships with the Sisters and staff team, fostering and developing a spirit of teamwork Participate in internal committees / teams as requested. Participate in annual Performance and Professional Development Reviews, when implemented. To adopt a professional, efficient and confidential manner. Maintain a high standard of work performance, attendance, appearance and punctuality. To have a high level of confidentiality, honesty and reliability
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