



Application Information Pack

Caterer

Full Time (35 hours per week)

Coltishall, Norfolk

Introduction to Hautbois Activity Centre & Girlguiding Anglia

Thank you for your interest in the role of Caterer at Hautbois Activity Centre. 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.

Hautbois Activity Centre

Hautbois Activity Centre, is set in the Norfolk countryside and is an expert provider of outdoor adventures and opportunities for learning and discovery.

Owned by Girlguiding Anglia, Hautbois offers a wide range of outdoor activities and residential opportunities. Our customer base includes Guiding and Scouting, youth groups, schools and colleges, as well as corporate and private event bookings.

Set in a 28-acre woodland estate on the outskirts of Coltishall, indoor accommodation is provided at Hautbois House, a large eleven-bedroom house catering for residential groups of up to 60 guests. In addition, Hautbois has seven campsites (with a maximum capacity of 350), plus the Reedcutters' Village, a residential village sleeping 58 in shepherds' huts, and over 25 adventurous outdoor activities, including abseiling, climbing, archery and water activities on the River Bure.

Its work changes throughout the year with the main peak season running from April to October. There are currently 8 full-time staff members, and other staff are employed as required during busy times.

Hautbois Activity Centre website: www.hautbois.org.uk

About Girlguiding Anglia

Girlguiding Anglia is one of the nine Countries and Regions of Girlguiding, the UK's leading charity for girls and young women. The Region covers the following counties - Bedfordshire, Buckinghamshire, Cambridgeshire (West and East), Essex (West, North East and South East), Hertfordshire, Lincolnshire South, Norfolk, Oxfordshire and Suffolk.

We are dedicated to enabling girls and young women to develop their potential and to make a difference in the world. Guiding offers girls and young women a space where they can be themselves, build friendships, gain valuable skills and make a positive difference to their communities. Our dedicated volunteers run Rainbow, Brownie, Guide and Ranger groups throughout Anglia regions twelve guiding counties.

Girlguiding Anglia is a volunteer-led organisation, with all employees working in partnership with our members for the benefit of girls, young women and volunteers. The policy and decisions regarding the Region are overseen by trustees, who are all volunteers.

For more information please go to Girlguiding Anglia's website:
www.girlguiding-anglia.org.uk

Caterer

Hautbois Activity Centre is looking for a Caterer to work closely with the managers and the catering team to ensure the smooth running of the estate.

We are looking for someone with an enthusiastic and positive outlook who can bring to the role a variety of skills and experience across the key areas shown in the job description, including the ability to work on their own as well as part of the team.

Working Hours: 35 hrs a week.

Salary: £17,290 - £19,500 Dependant on experience

Duration: Permanent

Applications:

Please complete the Application Form and Equality & Diversity Monitoring Form located at the end of this pack. CV's are not accepted.

Return your application by email to abbies@hautbois.org.uk

or by post, marked private and confidential to:

Abbie Stewardson
Deputy Estate and Centre Manager
Hautbois Activity Centre
5 Great Hautbois Road
Coltishall
Norwich
Norfolk, NR12 7JN

Closing Date for Applications: 5pm Monday 7th February 2022

Shortlisting: Candidates will be shortlisted on the basis of their application.

Interviews: Interviews will take place by arrangement and times and dates will be confirmed by email/telephone.

If you have not heard about the outcome of your application by 14 February 2022 please assume you have been unsuccessful on this occasion.

Person specification

Job Description - Hautbois Activity Centre Post:

Caterer/Catering Assistant - fixed term

Line management: Deputy Estate and Centre Manager

Role purpose

The role of the Caterer is to support and assist the catering team to deliver a high-quality catering service, including food preparation, cooking and serving meals to guests. The role helps to ensure that the catering service at Hautbois meets customer expectations and food hygiene standards and that all legal and regulatory requirements are met.

Key accountabilities and deliverables:

Catering provision

- To prepare, cook and serve meals to guests.
- To maintain the highest standards of catering and food hygiene, including careful preparation of food to comply with allergen and dietary requirements.
- To assist and support the catering team to maintain the catering facilities to a high standard.
- To prepare the dining areas for weekday and weekend events.

Health & safety

- To ensure all health and safety regulations are strictly observed, including cleaning schedules, documentation and wearing of appropriate clothing - uniform and PPE will be provided.
- To ensure all necessary Health & Safety requirements are met with regard to Allergens, COSHH, Manual Handling and Food Hygiene
- To ensure all catering equipment is maintained in accordance with regulations and best practice

Other areas

- To interact with suppliers and guests and deal with them in a friendly, helpful and polite manner.

Key accountabilities and deliverables for all Hautbois Activity Centre staff

- Implement the Hautbois Activity Centre and Girlguiding Anglia Health and Safety Policy and follow best practice in all areas of health and safety
- Keep confidential all matters relating to Girlguiding Anglia, and in accordance with current legislation, including storage and release of data and images
- Promote a positive professional image at all times
- Carry out any other duties which may reasonably be required to ensure that Hautbois Activity Centre functions efficiently and effectively.

Working with:

The role will include working closely with:

- Estate and Centre Manager
- Deputy Estate and Centre Manager
- Activities Manager
- Hautbois Activity Centre staff teams

Additional information

- To undertake any other duties that may reasonably be required to fulfill the duties of this post.
- Hours will include weekend and evening shifts. Evening shifts are usually finished by 8pm.
- Maintain confidentiality for all matters relating to Hautbois Activity Centre, Girlguiding Anglia and their customers and members in accordance with current legislation, General Data Protection Regulation 2018 (GDPR).
- Own transport required as there is no public transport locally in the evening and none at all on Sundays.

Line Manager	Deputy Estate and Centre Manager
Working Hours	Full-time, 35 hours a week. Rotas are flexible to cover evenings and weekends. May include occasional split.
Location	Hautbois Activity Centre, Coltishall, Norfolk. NR12 7JN
Contract type	Fixed term
Salary	Dependant on experience

All Girlguiding Anglia appointments are subject to satisfactory references and checks. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

We are an equal opportunities employer and welcome applications from people of all backgrounds. We undertake not to discriminate against applicants on the basis of age, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation.

Person specification

Factor	Essential	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> NVQ level 2 in Catering or a minimum of 2 years' experience in a catering environment, preferably residential or relevant experience in a similar role CIEH Food Hygiene - Level 2 minimum* 	<ul style="list-style-type: none"> First Aid at Work* 	Checking original certificate via application form and verified by references.
Experience of	<ul style="list-style-type: none"> Health & Safety and food hygiene regulations applying to kitchens Multi-tasking to meet deadlines Working within a small catering team 	<ul style="list-style-type: none"> Catering for children and those with special dietary requirements. Proven ability to work positively and constructively with staff and volunteers at all levels 	From CV. through appropriate questions and answers at interview and verified by references.
Ability to	<ul style="list-style-type: none"> Work on own initiative Organise own time/workload and achieve deadlines 		From CV. through appropriate questions and answers at interview and verified by references.
Knowledge of	<ul style="list-style-type: none"> Allergens and nutrition 		From CV. through appropriate questions and answers at interview and verified by references.
Committed to	<ul style="list-style-type: none"> Provide a high standard of food provision and service. 		From CV. through appropriate questions and answers at interview and verified by references.
Additional requirements	<ul style="list-style-type: none"> Willingness and ability to work unsociable hours when required (including evenings and weekends) Working on own initiative 		



Candidate identification number (for office use only)

Private and confidential

Application form

Role: see job description

(The information on this page will not be seen by the short listing / interview panel)

Personal Details			
First names			
Surname (Family name)			
Home Address			
		Postcode	
Contact details		Please provide the following contact details on which we may contact you with discretion.	
Phone		Email	
Preferred pronouns			

Declaration by applicant

I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.

I agree that the information I have supplied can be stored on computer or held manually in accordance with the Data Protection Act.

I consent to Girlguiding Anglia (and their professional advisers) using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Girlguiding Anglia will retain the form for 6 months after which time it will be destroyed. I agree that Girlguiding Anglia may contact me in the event of there being any other vacancies for which I may be suitable.

We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.

Name (please print):

Signed

Date:

Application forms can be made available in alternative print formats upon request.

Candidate identification number (for office use only): _____

Employment History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work. Please add further rows and continue on another sheet if needed.

<p>Name and address of employer:</p> <p>Dates of employment:</p> <p>Job title and final salary:</p> <p>Brief details of your responsibilities:</p>
<p>Name and address of employer:</p> <p>Dates of employment:</p> <p>Job title and final salary:</p> <p>Brief details of your responsibilities:</p>
<p>Name and address of employer:</p> <p>Dates of employment:</p> <p>Job title and final salary:</p> <p>Brief details of your responsibilities:</p>

Notice required in current post: _____

Qualifications and training

Starting with the most recent, please give details of your education, qualifications and training relevant to this application.

Dates	Name of Education Institution or Training Provider	Qualifications obtained including grades, and/or training <u>relevant to the application</u>

Candidate identification number (for office use only): _____

**Please note, should you be offered employment we will ask you to provide evidence of relevant qualifications, dates gained and/or details of Awarding Bodies.*

Skills abilities and experience

Provide clear explanations of what you have done demonstrating the extent to which you believe your skills, abilities and experience meet the job requirements, and which you believe makes you suitable for the post.

Please use headings taken from the Person Specification and the job description to outline the skills, experience, knowledge and any other abilities you have gained that are relevant to the job for which you are applying.

Please limit your statement to no more than 2 sides of A4. Please do not attach your CV as this will not be considered.

Candidate identification number (for office use only): _____

Are you related to current or former employees, committee members or a member of any other official Guiding body?

Yes / No

If 'Yes', please give details here:

Candidate identification number (for office use only): _____

References

Please give the full details of **two** referees. These should be your two most recent employers, including your present employer where applicable. Personal or academic referees should be given only when there is no previous employer to which reference can be made.

	Reference 1	Reference 2
Name		
Position		
Address (inc postcode)		
Telephone		
Email		
Relationship to you		
Can this reference be taken up prior to interview?	Yes / No	Yes / No

Other

Please tell us where you saw job advertised	
UK Work Restrictions	
Are there any restrictions on you taking up employment in the UK?	No / Yes
Do you need a work permit to take up employment in the UK?	No / Yes

Please complete this form in full electronically and either email or print and mail to:

By email to abbies@hautbois.org.uk

By post to: or the attention of Abbie Stewardson, Hautbois Activity Centre, 5 Great Hautbois Road, Coltishall, Norwich, Norfolk NR12 7JN (marked Private and Confidential)

Before: Deadline - 17 September 2021

Interviews - to be arranged

Please include an email address so we can acknowledge receipt of your application. Should you not receive an acknowledgement within 48 hours please contact us on 01603 737 357 (option 2)

Equality and Diversity Monitoring

Girlguiding Anglia is committed to fair and equitable treatment for all job applicants. The information on this form will only be used to monitor recruitment and will not be used in the selection process. We hope you will want to complete this form. However, if you choose not to your application will not be adversely affected.

Job Applied For:

Where did you learn about this vacancy?

Personal Information

Age Group

- Under 21
- 22-30
- 31-40
- 41-50
- 51-60
- 61 and over

Sex

- Male
- Female

Ethnicity

Please choose one of the following:

White:

- British
- Irish
- Other _____

Please specify

Mixed:

- White/Black Caribbean
- White/Black African
- White/Black Asian
- Other _____

Please specify

Asian or Asian British:

- Indian
- Pakistan
- Bangladesh
- Other _____

Please specify

Black or Black British:

- Caribbean
- African
- Other _____

Please specify

Other Ethnic Group
(Please specify) _____

Religious Beliefs

- Christian
- Jewish
- Muslim
- Hindu
- Buddhist
- Sikh
- None
- Prefer not to say
- Other _____
Please specify

Sexual Orientation

- Heterosexual
- Homosexual
- Bisexual
- Prefer not to say
- Other _____
Please specify

Disabilities

Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

If you have any other access needs, please state them below:

Thank you for completing our Monitoring Form