

GREAT AYCLIFFE TOWN COUNCIL



CANDIDATE PACK

Post	Cook (Part-time 24hrs per week).
Post Number	LB03
Closing Date	10am – Monday 24 th January 2022
Interviews	Thursday 27 th January 2022



The Oak Leaf Sports Complex is, a family friendly facility, open 7 days each week. We provide facilities for the following sports: five-a-side football, badminton and table tennis. The Complex also provides the Town's only squash courts and indoor bowls facility.

The bar/catering function provides an excellent facility and a range of reasonably priced meals. The function room can cater for 60 users and provides a venue for a number of work and leisure activities such as meetings/conferences, birthday parties and exercise classes.

The mission statement for the Oak Leaf Sports Complex is:

TO SUPPORT AND IMPROVE THE HEALTH, WELL BEING AND QUALITY OF LIFE THROUGH SPORT AND RECREATION

The key to our success will be to: -

- ✓ **Provide continual improvements to our services**
- ✓ **Continue to be customer focused**
- ✓ **Stay firm and strong in difficult economic conditions**
- ✓ **Strengthen our position within the local community**
- ✓ **Engage the local community in our development**

This will lead the way forward to provide access and opportunity for all who are interested in sport and health.

OUR AIMS

- To provide value for money activities and facilities for all users of the facility.
- To provide a professional and friendly service.
- To increase wider participation in physical activity
- To nurture talented athletes within available resources
- To provide the opportunity to improve the health and well-being.
- To encourage young people's participation in sport.
- To provide clean, safe and attractive facilities.
- To operate sound and consistent business practices.
- To provide a positive working environment for our employees.

OUR OBJECTIVES

- To increase community participation in physical activity.
- To maintain or improve customer satisfaction to a high level.
- To participate in sports development initiatives.
- To reduce the cost of running the service, whilst maintaining high standards.
- To maintain staff satisfaction.

STAFF STRUCTURE

Manager

Duty Manager (x3)

Administration Assistant

Cook (x2)

Bar Assistants (x6)

Maintenance Operative

Receptionists (x4)

Sports Attendants (x3)

Cleaners (x3)

Sports Coaches (x1)

Casual Pool (x5)



Oak Leaf Sports Complex
Appointment of Part time - Cook

Post No. LB03

Spinal Scale – Point 3-4 (24 Hours per Week)
£9.62-£9.81 PER HOUR

Applications are invited for the above post which forms part of the team within the OakLeaf Sports Complex.

Do you want to work in a small friendly environment? Are enthusiastic and full of ideas? We have a permanent, Part time vacancy for a Cook at the Oak Leaf Sports Complex. This post will involve a range of duties to assist in the provision of an effective and high-quality leisure service. You will be required to work on a rota basis including evenings and weekends.

The candidate must be able to plan and prepare meals for large numbers, have a basic food hygiene certificate, together with previous experience of working within a catering environment.

Hours include evenings and weekends on a rota basis.

For further details or an informal discussion about the post, please contact the Centre Manager Andy Clark on 01325 300600 or by email at andrew.clark@great-aycliffe.gov.uk

Closing Date for Applications: 10am on Monday 24th January 2022
Interviews will be held on Thursday 27th January 2022

PLEASE NOTE CVs **WILL NOT BE ACCEPTED** FOR THIS POST you must complete an application form and send it to info@great-aycliffe.gov.uk with Job Application in the subject line.

Application packs can be obtained by telephoning 01325 300700, e-mailing: info@great-aycliffe.gov.uk, or from the Council website: www.great-aycliffe.gov.uk

Guidance Notes for the Application Process

Thank you for showing an interest in the vacancy we advertised.

Please make every effort to complete all sections. Do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in black ink. This helps us with photocopying. In exceptional circumstances if you are unable to complete an application form a CV will be accepted. This must be agreed with the Town Clerk.

In the interests of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope or an e-mail address.

If you have not been contacted with regard to your application within four days of the stated closing date, please assume that it has been unsuccessful.

Please check the cost of postage as some applications weigh more than the usual first or second class postage prices.

Applications should be sent to:

Great Aycliffe Town Council
Council Offices,
School Aycliffe Lane
Newton Aycliffe,
Co. Durham.
DL5 6QF

Applications can be e-mailed to info@great-aycliffe.gov.uk these can be signed at the interview.

Recruitment Timetable

The selection process will involve an interview which will take place at the Council Offices, School Aycliffe Lane, Newton Aycliffe with a Senior Officer and the Manager. Only short listed applicants will be notified by letter.

The timetable is as follows

Closing Date **Monday 24th January 2022 – 10am**

Short listing **Monday 24th January 2022**

Interviews **Thursday 27th January 2022**

If you have any queries on any aspect of the appointment process, or require additional information or merely wish to have an informal and confidential discussion, please contact Andy Clark on 01325 300600 or email Andrew.clark@great-aycliffe.gov.uk

For further information about Great Aycliffe Town Council, please visit the council's website at www.great-aycliffe.gov.uk

When we are recruiting our new employees we use the following documents:

Job Description

Person Specification

Application Form

GREAT AYCLIFFE TOWN COUNCIL

OAK LEAF SPORTS COMPLEX

JOB DESCRIPTION

Job Title: Cook
Responsible To: Leisure Manager/Duty Manager
Section: Leisure
Salary: Salary Band 1 (i) Point 3 – 5 (Bar at SCP 4)

Purpose of the Job

To ensure the effective and high quality catering services are provided to the Council's customers in line with the relevant Council policies.

Main Duties and Responsibilities

1. To ensure that an effective catering service is provided to the Council's customers.
2. To be responsible for the correct usage and cooking of all food. Ensure food consistency and presentation is maintained as per guidelines given.
3. Working as part of a team, to be responsible for menu planning of both daily and functions.
4. To be fully conversant with the range of goods, menus and their prices and where appropriate the quantities in which they are sold.
5. To be fully conversant with the range of kitchen equipment and how it operates.
6. To be responsible for ensuring that the required standards of cleanliness and hygiene with all catering areas are fulfilled.
7. To inform the Leisure Manager/Duty Manager of any problems in the catering or bar areas.
8. To ensure that the catering service is carried out in accordance with legislative requirements and the Council's own policies and procedures.

Equipment / Stock

9. To oversee the delivering of supplies and to check these against delivery notes and ensure new stock is entered onto the stock control cards.
10. To maintain appropriate inventories of stock and equipment.

Health & Safety

11. To fulfil the post holder's duties in relation to Health and Safety requirements.
12. Ensure a safe working environment for yourself, members of your team, members of the public and others who may be affected by your team's activities.
13. To be responsible for your own health and safety.
14. To co-operate with the town clerk and other managers, so far as is necessary, to enable compliance with and fulfilment of the Council's health and safety rules and legislative requirements, as well as environmental health regulations, recommendations and periodic inspections by the environmental officer

General

15. To maintain appropriate records as required by the Council, food safety manual and the Council's Finance Officer.
16. Participate in team meetings and contribute ideas, etc where possible.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post thereby ensuring an effective service is maintained.
18. To undertake an annual appraisal.
19. To provide mentoring and training to new and current staff.
20. To be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.
21. To maintain confidentiality at all times.
22. To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Leisure Manager.
23. Adhere to the staff rota and cover vacant shifts as requested.
24. Adhere to all Council policies and procedures.
25. To assist bar staff as required if the catering workload is of a light nature.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.

PERSON SPECIFICATION

JOB TITLE: Cook

SECTION: Leisure

GRADE: Spinal scale point 3-4

QUALIFICATIONS	Essential	Desirable	How Tested
	<ul style="list-style-type: none"> ➤ Literate and numerate. ➤ Basic Food Hygiene Certificate. 	<ul style="list-style-type: none"> ➤ Minimum of 4 GCSE or equivalent must include Maths and English. ➤ First Aid at work certificate. 	<p>Application form</p> <p>Original certificates</p>
EXPERIENCE	<ul style="list-style-type: none"> ➤ Previous experience in a catering environment. ➤ Menu planning. ➤ Meal preparation for large numbers. 	<ul style="list-style-type: none"> ➤ IT Literate with use of electronic tills. ➤ Handling cash in a safe environment. 	<p>Application Form</p> <p>Interview</p>
KNOWLEDGE	<ul style="list-style-type: none"> ➤ Understanding of Health and Safety at work. 	<ul style="list-style-type: none"> ➤ Awareness of the importance of stock control. ➤ Awareness of Environmental Health Regulations. ➤ Awareness of safer foods better business 	<p>Application Form</p> <p>Interview</p>
SKILLS	<ul style="list-style-type: none"> ➤ Effective people skills. ➤ Able to work with minimum supervision. 	<ul style="list-style-type: none"> ➤ Innovative assessment of work situations and reacting accordingly. 	<p>Interview</p>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ➤ Adaptable, flexible and efficient. ➤ Able to work weekends, evenings and bank holidays, as required. ➤ Must be willing to undertake training. ➤ Able to take responsibility and show initiative. ➤ Must be able to work as part of a team. ➤ Good communicator. ➤ Innovative problem solving. ➤ Able to remain calm under pressure. 		<p>Application Form</p> <p>Interview</p>