

PETERLEE TOWN COUNCIL



CANDIDATE PACK

POST: Part time Commis Chef

REFERENCE: SH/CC

CLOSING DATE: 12.00 noon on Friday 14th February
2020

SHOTTON HALL

OLD SHOTTON

“I was here last night with my work friends and it was absolutely brilliant, the food was amazing and the staff were excellent so friendly and happy there was nothing they wouldn’t do to make our night fantastic, well done to all the servers what brilliant professionals you all are 10/10. Happy Christmas, we will definitely be back!” (Shotton Hall Customer, December 2019)

“We had our wedding reception there in August and what an amazing day. Amazing grounds and food to die for. Absolutely 5* service. Definitely a day never to forget!! Thank you so much!!! (Shotton Hall Customer, September 2019)

“Wow! what an amazing day and night we had celebrating our wedding day here! The grounds and absolutely beautiful and the room it’s self was fantastic plenty of space and the food was delicious - everybody commented on how lovely it was. We can’t thank the staff enough for what they did for us on the day and the run up to the wedding itself. Thank you so so much. I would recommend this place to anyone getting married.” (Shotton Hall Customer, August 2019)

Peterlee Town Council is very proud of our Wedding, Conference and Banqueting facilities at Shotton Hall, Peterlee. A grade 2 listed building built in the late 1600s with a modern banqueting extension, the venue is set in beautiful grounds just a minute’s drive from the A19 on the outskirts of Peterlee.

Our Head Chef Neil is looking for a Commis Chef to join his team to assist in the production of great tasting, locally sourced, home cooked food. Quality food and excellent customer service is our passion and is at the heart of what we do, and the successful candidate will share our passion and play their part in delighting our customers.

You’ll be employed for 20 hours per week, with the potential to work more hours during busy periods by prior agreement if that suits you. You’ll already have some experience of working in a kitchen as well as basic catering qualifications. You’ll usually work under the supervision of the Head Chef to prepare food and serve meals, and undertake general kitchen duties such as clearing, cleaning, record-keeping and stock taking.

You must be willing and able to work weekends, evenings and bank holidays as a norm, and be able to work well in a busy team. With good communication skills and the ability to take responsibility and show some initiative, you’ll share our commitment to working hard and taking pride in the terrific feedback that we get from our customers. If this sounds like you, then please get in touch!

GUIDANCE NOTES

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work, this could be just as good as work experience.

PERSONAL DETAILS

This section must be completed and contact details provided.

REFERENCES

Please ensure that you give details of two referees with which the information given on your application form can be confirmed, as well as providing us with information relating to absences, disciplinary record and suitability for the position applied for.

One of the references must be your present or most recent employer and, if you are a recent school leaver, one should be from your head teacher of your last school.

It is the policy of the Town Council to seek references prior to interview. If you have any objections to the references being sought at this stage ensure this is made clear on the application form.

EQUAL OPPORTUNITIES

Please also complete the Equal Opportunities Monitoring Form, this enables Peterlee Town Council to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved.

The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

IF YOU HAVE A DISABILITY

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in completing the application form or need information in a different format (larger print), please let us know. If you have a disability, we will offer you an interview as long as you meet the essential requirements of the job.

The Equality Act 2010 defines 'disability' as follows:

'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities.

DATA PROTECTION

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 1998 the data will be treated in a secure and confidential manner and not kept any longer than necessary.

Thank you for your co-operation in completing this form.

PETERLEE TOWN COUNCIL

JOB DESCRIPTION

POST: PART TIME COMMIS CHEF

GRADE: SPINAL POINT 3 (£9.36 PER HOUR)

This post reports to the Facilities Manager and Head Chef at Shotton Hall.

Main Purpose of the Job

To assist in the preparation and serving of meals and refreshments at Shotton Hall or other Council sites.

Main Duties and Responsibilities

1. All duties to be undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and Town Council Policies, practices and procedures. Ensure that every precaution is taken to protect themselves and others against hurt or injury by wearing the appropriate protective clothing.
2. The basic preparation of food and serving meals to the correct portion sizes.
3. Undertaking general kitchen duties including washing up and ensuring the kitchen is kept clean and tidy at all times.
4. Ensure that appropriate chemicals are used in the correct manner to clean the kitchen area in accordance with training and C.O.S.S.H regulations.
5. Complete the daily and weekly food safety management records to comply with food safety regulations.
6. Complete daily and weekly cleaning schedules to indicate the work has been completed.
7. To inform the duty Manager of low stock levels and produce a list of items to be ordered.
8. To adhere to existing working practices, methods and procedures and to attend training sessions as directed by management.
9. The postholder is expected to work flexibly and to undertake any other duties, which contribute to the delivery of the Town Council services.

Hours and Place of Work

Hours of work will be 20 hours per week. Additional hours may be offered during busy periods, with prior agreement. The main place of work will be Shotton Hall, but may also include some time working in The Bistro at The Pavilion Sports & Community Centre from time to time.

PETERLEE TOWN COUNCIL

PERSON SPECIFICATION

COMMIS CHEF

	ESSENTIAL	DESIRABLE	HOW TESTED
QUALIFICATIONS	Catering qualification Food Safety level 2	NVQ Level 2 qualification or equivalent in a relevant area. Literate and numerate	Application form Original certificates
EXPERIENCE	Previous experience of working in a kitchen	Cash handling Dealing with customers Food preparation	Application form Interview
KNOWLEDGE	Understanding of Food Safety and Health & Safety at work	Knowledge of C.O.S.S.H.H Stock ordering	Application form Interview
SKILLS	Food preparation and service skills Effective people skills Able to work with minimum supervision	Excellent customer care skills	Interview
PERSONAL ATTIBUTES	<ul style="list-style-type: none"> • Adaptable, flexible and efficient • Able to work weekends, evenings, bank holidays as required • Must be willing to undertake training • Must be able to work as a team • Able to take responsibility and show initiative • Good communicator • Able to remain calm under pressure • High standard of personal hygiene • Ability to work unsupervised 		Application form Interview



PETERLEE TOWN COUNCIL

APPLICATION FOR EMPLOYMENT

**Post Applied for
Department:**

**PART TIME COMMIS CHEF
SHOTTON HALL**

Grade:

SPINAL POINT 3 (£9.36 per hour)

Closing date for applications:

**12.00 noon on Friday 14th February
2020**

FORM NO.

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Please ensure that all relevant sections are completed
and fullest details / information disclosed

Present Appointment

Present Appointment:

Name & Address of Employer:

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Present Grade (if applicable):

Salary:

Date commenced present post:

Period of Notice:

Duties & Responsibilities:

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Education

Details of Schools, Colleges and Universities attended:

From	To	School/College/University

Qualifications Achieved & Grades

(state whether GCSE/CSE/GCE/ONC/Degree/RSA/Northern Counties/NVQ etc.)

Type/subject	Grade

Do you possess a clean driving licence? Yes No

Do you have your own transport? Yes No

Membership of Professional Bodies

Name of Professional Body,	Grade of Membership,

Previous Appointments

From	To	Employers Name & Address	Post Title	Reason for Leaving

Please state the approximate number of working days lost through sickness absence or injury during the last 2 years:

References

Please list the names and addresses of two referees (one of whom should be your present employer, or previous employer if currently unemployed). If you do not wish your present employer to be contacted until an appointment decision has been made please tick.

Name:

Name:

Position:

Position:

Address:

Address:

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Equal Opportunities in Employment

Job Title PART TIME COMMIS CHEF

FORM NO.

The following information is needed to monitor the effectiveness of our systems in promoting equal opportunities at Peterlee Town Council. Please help us by answering the following questions. This information will not be used in the selection of candidates.

TITLE & SURNAME		
FORENAME		
ADDRESS		
EMAIL ADDRESS		
TEL NO	HOME	WORK
DATE OF BIRTH		SEX: MALE/FEMALE
MARITAL STAUS		NAT INSURANCE NO

I would describe my ethnic origin as being:

- A) White**
 British
 Irish
 Any other white background, please specify

- D) Black or Black British**
 Caribbean
 African
 Any other Black or Black British background, please specify

- B) Mixed**
 White & Black Caribbean
 White & Black African
 White & Asian
 Any other white background, please specify

- E) Chinese or other Ethnic Group**
 Chinese
 Other, please specify

- C) Asian or Asian British**
 Indian
 Pakistani
 Bangladeshi
 Any other Asian background, please specify

Are you related to a Member or Senior Officer of the Council? Yes No
 If yes, please state the name, position and the relationship (*e.g. uncle, aunt, mother, father*)

The Information given in this application is to the best of my knowledge correct in all aspects.

Signed

Date

Disability Monitoring Form

The Disability Discrimination Act (1995) came into force in December 1996 and the Act protects anyone who has a disability which makes it difficult for them to carry out normal day to day activities.

The disability could be physical, sensory or mental. It must be substantial and must last or be expected to last for twelve months.

Do you consider yourself to be covered by the definition regarding disability as set out in the Act?

Yes No

If yes, please outline briefly your disability: -

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What assistance do you require from the Authority in the following areas-

a) **completing application form** e.g. tape, personal help in completing form, delivering the completed form etc.

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b) **attending for interview** - access to premises, travelling arrangements, timing of the interview, type of interview, induction loop etc

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c) **carrying out the job once appointed** - employers have a duty to consider what reasonable adjustments could be made to working practices or premises to overcome the effects of a disability e.g. hours of work, access to premises, special equipment etc. please detail:

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Where did you see this post advertised?

Please return your completed application form to: -

**Peterlee Town Council
Council Offices
Shotton Hall
Peterlee
Co. Durham
SR8 2PH**

CLOSING DATE: 12.00 noon on Friday 14th February 2020