

RECRUITMENT PACK



Catering Supervisor, Gowanbank



Scripture Union Scotland is registered in Scotland as a charity (no.SCO11222)
and as a company limited by guarantee (no.SC54297).

New Olympia House, 13 Olympia Street, Glasgow, G40 3TA.
suscotland.org.uk | 0141 332 1162



Catering Supervisor, Gowanbank

Hello.

Thank you for taking the time to check out this new opportunity with SU Scotland.

Our shared vision is to see every child and young people in Scotland exploring the Bible and responding to the significance of Jesus.

We currently have a vacancy for a Catering Supervisor to be based at Gowanbank, our centre in Darvel. Gowanbank is a new and vibrant centre with accommodation for up to 50 guests.

This role offers an exciting opportunity to be part of shaping and developing our new ministry here.

I hope you enjoy reading through the recruitment pack and if you have questions about the role prior to applying, please contact Sylvia Campbell at Sylvia.Campbell@suscotland.org.uk.

In the meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.



Robin

Robin MacLellan, CEO



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Two young women are sitting on a dark red couch. The woman on the left has long dark hair and is wearing a grey sweater with a red lanyard. The woman on the right has long blonde hair and is wearing a pink hoodie. Both are holding open books and looking towards the right. The scene is set indoors with patterned curtains in the background.

ABOUT SU SCOTLAND

Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations. More than 2,000 volunteers are involved in helping to run our activities, together with around 120 staff and associate workers.

- Our SU Holidays and weekends are the place to be for high energy activities, music, crafts, friends, fun, camping and a whole lot more with Magnitude. Festival adding a dynamic new dimension to the mix.
- Our residential centres are places of adventure, escape, discovery and hope, hosting thousands of school pupils on residential breaks each year
- We work in schools throughout the academic year. SU workers and volunteers contribute to the curriculum in many of Scotland's schools.
- Our discipleship programme helps young people to grow, learn, explore and develop leadership skills.





OUR STRATEGY 2024+

VISION

Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

VALUES

Everything we do is governed by our core values of Dependence on God and Deepening Relationships

OUTCOMES

we seek for children and young people

Discover

Discover God's love for them

Encounter God's goodness through the service of his people

Explore God's world

Explore

Explore and understand the Christian faith

Read the Bible and understand its big story

Respond

Space to reflect and make a response to the Gospel

Children and young people coming to faith

Flourish

Confidence in living for Jesus and sharing faith

Grow as a disciple and young leader

Help disciple others

ANCHORS

As we work we will do so with:

Bibles Open - Prayer Central - Ministry at the Margins prioritised -
Volunteers first - Disciples Making Disciples - Serving Churches -
Residential transforming lives.

JOB OVERVIEW

Job Title: Catering Supervisor

Job Purpose: The Catering Supervisor is responsible for overseeing catering provision to Gowanbank guests and ensuring that the kitchen is cleaned and maintained to a high standard. This role offers an opportunity to create an environment within Gowanbank that is homely and reflects Christ to visiting groups.

Salary: £23,758 - £25,135 per annum for full time equivalent (pro rated for part time), plus generous pension scheme, annual leave entitlement, Employee Assistance Programme and other benefits

Location: Gowanbank

Contract: Part time/substantive - 2.5 days per week. There may be an opportunity for additional hours based upon availability

Responsible for: Catering staff and volunteers

Managed By: Centre Director

Key Relationships: **Internal:** Centre Directors; Gowanbank Centre Staff

External: Volunteers, Centre guests





TASKS & RESPONSIBILITIES

Full participation in the life and ministry of Gowanbank

- Participating in cross departmental reviews and demonstrating commitment to developing and improving the work of the centre
- Consistently demonstrating a Biblically based Christian lifestyle, values and work practices to staff, volunteers and guests
- Modelling a Biblically based Christian lifestyle, values and work practices by consistently demonstrating Christ-likeness in attitude towards staff, volunteers and guests
- Demonstrate continual reliance on God through active participation and taking a share in leading of prayer and Bible teaching as required at Centres Staff daily prayer meetings and at fellowship meetings

To ensure provision for guests at Gowanbank through:

- Planning menus for incoming groups, taking into account the type of group and any special dietary requirements.
- Calculating required food quantities and placing food orders with suppliers, keeping within the catering budget.
- Managing food storage arrangements and stock levels complying with safety requirements and minimising wastage.
- Hands-on catering role, cooking meals for guests to a high standard. Overseeing others in the preparation of food. Supervision of meal service.
- Managing the planning and delivery of catering for special events (such as fundraising meals, events for supporters and volunteers).

Managing the kitchen and dining room environments

- Responsible for kitchen turnarounds and cleaning.
- Management of kitchen setup and shutdown procedures.
- Monitoring and restocking of kitchen items as required.
- Ensuring adequate kitchen inductions are given to self-catered groups.
- Ensuring kitchen equipment is appropriately maintained and serviced.
- Implementation of rolling programme of kitchen deep cleans.
- Ensuring high standards of food hygiene and health and safety are maintained.

To share responsibility in providing excellent customer service

- Welcoming our guests out of normal working hours
- Acting as duty staff, providing the first point of contact for guests

TASKS & RESPONSIBILITIES

General

- To support the running of the centre by ensuring the highest standards of service, through compliance with statutory requirements and company policies across all areas of responsibility.

OTHER REQUIREMENTS

In common with all SU Scotland staff members:

- Further the aims and activities of Scripture Union Scotland
- Undertaking professional development through active participation in annual development reviews, supervision and internal or external training as required or individually identified.
- Attendance and full involvement at the annual staff residential conference and other staff days as they arise, taking part in planning and/or delivering activities/sessions as required
- Taking part in other Scripture Union activities where appropriate
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.

Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. This may include:

- Personal approaches to potential donors and prayer supporters to invite them to partner in your ministry
- Regularly updating your action plan and keep a track of tasks undertaken
- Regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- Being aware of volunteering opportunities and promoting these as appropriate

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9). This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required. If skills and capacity allow, this might include maintenance of the building or grounds, cleaning for visiting guests or delivering activity provision.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience/Skills		
Some experience of catering for large groups e.g 50	✓	
Experience of working in a commercial kitchen		✓
Experience cooking for primary and secondary school age children	✓	
Supervisory experience in a kitchen environments (cleaning, maintenance of equipment)		✓
Experience of working with volunteers and developing them	✓	
Demonstrable use of initiative and managing multiple delivery streams	✓	
Good numeracy and literacy skills		✓
Computer literate - experience of using MS office - excel and outlook	✓	
Good knowledge of food hygiene requirements and catering related health and safety best practice		✓
Aptitude		
An enthusiastic cook who enjoys serving others in this way	✓	
Capacity to multi task across a number of simultaneous work streams	✓	
A team player - able to work with a wide range of individuals	✓	
Good people management skills - recruitment, performance mgt	✓	
Conscientious, resourceful and reliable	✓	
Works well under pressure and copes well in a dynamic and changing environment	✓	
Ability to plan in a structured way, and deliver in a timely fashion	✓	
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith & enjoys the confidence of his or her church fellowship	✓	
Able to undertake evening and weekend duties	✓	
Education / Experience		
Food hygiene certificate	✓	
Qualification in catering (diploma or other)	✓	
Other relevant qualifications e.g first aid, SVQ		✓
Other		
Willingness to use own transport and has a full driving licence.		✓
Able to demonstrate awareness of SU Scotland's activities		✓



TERMS & CONDITIONS

HOURS

The post is part time, working up to 2.5 days (18.75 hours per week) during school term time. This role will require occasional evening and weekend working.

PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is four weeks.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks until you have been continuously employed for five years. Thereafter, you will be entitled to one further week's notice for each completed year of service up to a maximum of twelve weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

SALARY

£23,758 - £25,135 for full time equivalent (dependent on experience) per annum. New appointees are normally placed at the starting point unless there are exceptional circumstances. You will be paid in arrears on a monthly basis, on or before the 28th of each month.

PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by SU Scotland.

ANNUAL LEAVE

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will increase with length of service.



NEXT STEPS

If you feel this role is something that God may be calling you to apply for:

For general questions about the role, please email Sylvia.campbell@suscotland.org.uk

Download your applications from:

<https://suscotland.bamboohr.com/careers/62>

Submit your completed forms through our BambooHR application portal.

Closing date - 4pm, 10 January 2025

Interviews - 23 January 2025

THANKS FOR YOUR INTEREST!



SU Scotland

@suscotland    

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Registered office: New Olympia House, 13 Olympia Street, Glasgow G40 3TA. Telephone: 0141 332 1162 Scripture Union Scotland is registered with the Information Commissioner's Office under registration reference ZA356097. SU Scotland subscribes to the United Nations Convention on the Rights of the Child, as reflected in UK law.