

## Diocese of Brentwood – Vicariate for Youth Ministry and Pastoral Care



### Cook & Kitchen Supervisor, Walsingham House at Abbotswick

#### Job Description

<b>Job Title:</b>	Cook & Kitchen Supervisor for Walsingham House at Abbotswick
<b>Vicariate:</b>	Youth Ministry and Pastoral Care
<b>Employer:</b>	Diocese of Brentwood
<b>Location:</b>	Walsingham House at Abbotswick
<b>Responsible to:</b>	Walsingham House Coordinator & Diocesan Director of Youth Ministry
<b>Accountable to:</b>	Episcopal Vicar for Youth Ministry and Pastoral Care
<b>Salary:</b>	£6.435.00/ £11 per hour
<b>Hours:</b>	15 hours/week, 39 weeks – Saturday 10.30am – 6.30pm; Sunday 10.00am – 1.30pm & Monday 10.00am – 1.30pm, with the potential for occasional overtime on weekdays.
<b>Contract:</b>	Permanent
<b>Start date:</b>	26 <sup>th</sup> September 2021

#### Background to the role

Walsingham House at Abbotswick is a recently refurbished retreat house for young people and adults, set in the heart of Brentwood Diocese. We are in a beautiful, tranquil, rural location, five miles from Brentwood and with 14 acres of our own grounds. Rather uniquely, the House is home to a team of volunteers aged 18-23 and three permanent staff members who live as a community. The House can accommodate 41 people to full capacity; the typical group is a class size of around thirty young people, plus two or three adults.

Our focus is running retreats for young people from schools and churches from across Essex and East London, working with over seven thousand young people (aged 10-18) every year, as well as welcoming adult groups during quieter periods of the year. In 2018-2019 bookings were exceptionally high with almost every bookable date filled. Throughout the pandemic we had to drastically change our ministry offering Covid-safe retreats in schools and lots of online content. As we begin to resume some normality, we are looking forward to welcoming groups, especially residential groups back to Walsingham House.

A £650,000 refurbishment of Walsingham House at Abbotswick was completed in January 2018 including the provision of a fully equipped kitchen with industrial appliances, so as to cater for large groups. We have enjoyed a 5 star hygiene rating for over 10 years now and as we emerge from the pandemic we are looking for a new cook and kitchen supervisor.

We warmly welcome visits from potential applicants, please contact Joe the House Coordinator at [josephbeattie@dioceseofbrentwood.org](mailto:josephbeattie@dioceseofbrentwood.org) or call 01277 373959 to arrange a visit within the week of the 23<sup>rd</sup> August 2021. To find out more information about what we do you can visit our website ([www.bcys.net](http://www.bcys.net)), as well as on our social media accounts (@brentwoodcys).

Applications are open until **midday on 29<sup>th</sup> August 2021** when we will shortlist for the role, and we will then be in touch with exact arrangements and protocols for the interviews (which will take place on 11<sup>th</sup> or 12<sup>th</sup> September). In the meantime, please do not hesitate to get in touch with any questions.

Thank you for your interest in this role, and we look forward to meeting you.

## Overall purpose of the job

To provide meals for retreat groups, the volunteer team and maintain the kitchen to a 5 star Environmental Health Agency standard.

## Key tasks

- Each weekend preparing and cooking nutritious meals for approx. 25-35 young people (and occasionally up to 40) aged between 8 and 18.
- Preparing and cooking lunch for the volunteers and extended staff team at Walsingham House on a Monday.
- Occasionally cooking for small adult groups.
- Assisting the volunteer team to wash up.
- Devising menus with the House Coordinator
- Catering for varied dietary requirements, including catering safely for those with food allergies.
- Ordering food and kitchen supplies.
- Regularly deep cleaning the kitchen.
- Maintaining accurate records for the Environmental Health Agency.
- Supervising the serving of food by the volunteer team.
- Occasionally organising catering for bespoke events.
- Any other duties that are reasonably requested and agreed.

Personal Skills, Qualities and Professional Qualifications	Essential	Desirable
Ability to prepare food with high nutritional content	✓	
Food hygiene Level 2 certification	✓	
Food hygiene Level 3 certification		✓
In-depth understanding of allergies and dietary requirements	✓	
Knowledgeable of a professional kitchen environment	✓	
Good time management to ensure food is prepared in accordance with retreat timetables	✓	
Ability to keep effective records specific to a kitchen environment	✓	
Strong organisational skills to ensure food and supplies are ordered in advance of retreats	✓	
Effective verbal communication skills to communicate with the volunteer team	✓	
Ability to work weekends during term time	✓	
Full Clean Driver's License		✓

- *As we work with children and young people, any appointment is subject to references and an Enhanced DBS.*
- ***Application is by CV and covering letter. The covering letter will be used as part of the selection process and should clearly demonstrate, with examples, how your personal qualities, skills and experience match each of the requirements of the Job Description and person specification.***
- ***Please also provide the details of two referees. The referees will be contacted after the closing date and prior to interview, for candidates that are shortlisted.***
- ***Please send the completed application via e-mail to [clairebailey@dioceseofbrentwood.org](mailto:clairebailey@dioceseofbrentwood.org) or via post to Claire Bailey, Walsingham House at Abbotswick, Navestockside, Brentwood, CM14 5SH***
- ***The interview process will include preparing a meal for some of the staff team.***
- ***The closing date is the 29<sup>th</sup> August 2021. Interviews will be conducted on either the 11<sup>th</sup> or 12<sup>th</sup> September to commence with an induction on Sunday 26<sup>th</sup> September 2021.***