**PETERLEE TOWN COUNCIL**



**CANDIDATE PACK**

**POST: Full Time Chef – fixed 6 months contract**

**REFERENCE: PTC -JH08**

**CLOSING DATE: 12.00 noon on Thursday 26th July 2018**

**PETERLEE TOWN COUNCIL**



Peterlee Town Council offers a wide range of services to the public.

Being one of the largest Town Councils in the country, we have responsibility for certain public buildings in the town, including the Pavilion at Helford Road. Sports fields located at Eden Lane, Helford Road and Lowhills Road. Parks, open spaces and play areas, cemetery & burials, leisure gardens and many town activities. Peterlee Town Council is quite unique in that we own and manage Shotton Hall Banqueting Suites, which offers conference, meeting and banqueting facilities to the public and is set in extensive beautifully landscaped grounds**.**

**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**



**APPOINTMENT OF FULL TIME CHEF – FIXED 6 MONTHS CONTRACT**

**Scale 4 - Spinal Point 18 (£9.78 per hour)**

**We currently have a vacancy for a Full-time chef on a fixed term contract of 6 months at the Shotton Hall Banqueting suites, Peterlee.**

**Information and application forms can be obtained from:**

**Peterlee Town Council - 0191 5862491**

**Email -** **council@peterlee.gov.uk**

[**www.peterlee.gov.uk**](http://www.peterlee.gov.uk)

**Closing date for application is 12.00 noon on Thursday 26th July 2018**

**PETERLEE TOWN COUNCIL**

JOB DESCRIPTION

POST: FULL TIME CHEF FIXED TERM 6 MONTH CONTRACT

GRADE: SCALE 4 - SPINAL POINT 18 (£9.78 PER HOUR)

This post reports to the Facilities Manager at Shotton Hall.

**Main Purpose of the Job**

To source, plan, prepare and cook meals for functions/events held in the banqueting Suites at Shotton Hall.

**Main Duties and Responsibilities**

1. To monitor and maintain consistent food standards and quality across all areas and during all stages of production and supply.

2. The ordering, planning and preparation of food to the correct portion sizes for functions and events within budget guidelines.

3. Working on your own or supervising a team in the kitchen.

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. Stock rotation and use by dates for the production of food are followed and food is produced so not to contribute to waste.

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 commensurate with the post, which contribute to the delivery of the Town Council services.

**Hours and Place of Work**

Hours of work will be 37 hours per week. The work will be carried out in the kitchen at Shotton Hall.

**PETERLEE TOWN COUNCIL**

**PERSON SPECIFICATION**

**CHEF**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL**  | **DESIRABLE** | **HOW TESTED** |
| **QUALIFICATIONS** | NVQ Catering qualification level 3 or aboveFood Safety level 2 | NVQ Level 4 qualification or equivalent in a relevant area.Literate and numerate | Application formOriginal certificates |
| **EXPERIENCE** | Previous experience of working in a commercial food preparation environment Menu costing experienceMenu planning | Experience in working in a busy environmentA flair and enthusiasm for cooking with fresh ingredients Previous kitchen budget control experience | Application formInterview |
| **KNOWLEDGE** | Knowledge of HACCPUnderstanding of Food Safety and Health & Safety at work | Knowledge of C.O.S.S.H.HStock ordering | Application formInterview |
| **SKILLS** | Effective people skillsAble to work with minimum supervisionFood preparation and presentation skills | Excellent verbal communication skillsOrganisation and time management skills | Interview |
| **PERSONAL****ATTIBUTES** | * 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 formInterview |

 

**PETERLEE TOWN COUNCIL**

**APPLICATION FOR EMPLOYMENT**

**Post Applied for FULL TIME CHEF**

**Department: SHOTTON HALL KITCHEN**

**Grade: SCALE 4 SPINAL POINT 18**

 **(£9.78 per hour)**

**Closing date for applications: 12.00 noon on Thursday 26th July 2018**

**FORM NO. ……….**

**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:

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| --- | --- | --- |
| **From**  | **To**  | **School/College/University** |
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**Qualifications Achieved & Grades**

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

|  |  |
| --- | --- |
| **Type/subject** | **Grade**  |
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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** |
|  |  |  |  |  |
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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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**Supplementary Information**

Please state why you feel you are suited to the post. Include any information concerning relevant experience, training and skills you possess which would enhance your application. Please relate your response to the details outlined in the person specification / job description for the post in question.

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***Please use additional sheets as necessary.***

**Equal Opportunities in Employment**

Job Title 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 STATUS |  | NAT INSURANCE NO |

I would describe my ethnic origin as being:

**A) White**  **D) Black or Black British**

 British Caribbean

 Irish African

 Any other white background, please specify Any other Black or Black British background,

please specify

……………………………………………..

………………………………………………...

**B) Mixed E) Chinese or other Ethnic Group**

 White & Black Caribbean Chinese

 White & Black African Other, please specify

 White & Asian

Any other white background, 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: -

…………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………..……………………………………………

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:

……………………………………………….………………………………...………………………………………………………….

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 Thursday 26th July 2018**

**Candidates will only be contacted if through to the interview stage**