

### Our Organisation

Ferring Country Centre is a charity providing support to people with learning disabilities. Having started in 1986 with 12 beneficiaries we have expanded over the years and now provide services to around 130 beneficiaries each week.

Our organisational mission is:

*"To support people with learning disabilities to grow their independence, connect with others and create a good life."*

In addition to our Day Service our Garden Centre, Ranger's Café, Gift Shop, Dales Farm, and Riding School are open to the general public, seven days per week. This allows everyone to share our beautiful site and excellent facilities and allow those we support the opportunity to develop social and customer service skills in a safe and supported environment.

### Line Management

Accountable to the Visitor Centre Manager.

### Purpose of Role

As our Chef/Cook you will prepare, produce and serve food in our onsite café.

You will ensure that all food preparation is handled in accordance with food hygiene standards and in line with special dietary requirements. You will adhere to health and safety regulations to ensure the kitchen and dining surfaces are kept clean and tidy and kitchen equipment is maintained.

### Key Responsibilities

The specific accountabilities of this role may alter from time to time in order to meet the needs of the organisation, but will include (or be equivalent in nature to) those listed below:

- To take responsibility for the preparation, presentation and service of all meals to a high standard.
- To ensure the routine day-to-day and specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas.
- To ensure waste is controlled regarding preparation and cooking.
- To maintain the highest standards of health, hygiene and safety, in line with Ferring Country Centre's policies and procedures, and national standards.
- To manage and control all food, to include receiving and checking stock, checking equipment and materials are used correctly, and closely monitoring portion control.
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
- To maintain a five-star food hygiene rating.
- To provide occasional catering for Ferring Country Centre functions and events.
- Any other duties reasonably required by the organisation.

### Key Information

Hours: 37.5 hours per week  
Shifts: Monday to Friday 07:30-15.30  
Salary: Band 4 – starting from £26,320 per annum

### Contact Information

☎ Telephone: 01903 245078  
✉ Email: [Katie.simmons@ferringcountrycentre.org](mailto:Katie.simmons@ferringcountrycentre.org)  
🌐 Website: [www.ferringcountrycentre.org](http://www.ferringcountrycentre.org)

## A Charity Supporting People with Learning Disabilities

Patron | Georgina, Duchess of Norfolk

Tel : 01903 245078 | Website [www.ferringcountrycentre.org](http://www.ferringcountrycentre.org)

Registered charity no. 297286 | Company limited by guarantee in England no. 02086358



# Chef/Cook



## Department: Ranger's Cafe

Contract: Permanent, subject to 6-month probation  
DBS: Subject to an enhanced DBS check

### Person Specification

| Qualifications  | Essential | Desirable |
|---|-----------|-----------|
| Relevant qualification such as the Diploma in Professional Cookery Level 2  | Y         |           |
| Level 2 Food Hygiene  | Y         |           |
| Good general level of education, including basic reading and writing skills | Y         |           |
| Commitment to undertake further training as required                        | Y         |           |
| Holds full driving licence  |           | Y         |

| Experience  | Essential | Desirable |
|---|-----------|-----------|
| Experience of working in a professional kitchen/catering environment    | Y         |           |
| Experience of working with people with learning disabilities            |           | Y         |
| Experience of working in a role that requires planning and organisation | Y         |           |
| Experience of working independently in a role                           | Y         |           |

| Knowledge and Skills                             | Essential | Desirable |
|--|-----------|-----------|
| Interpersonal, written and verbal communication  | Y         |           |
| Basic level IT skills (Microsoft Office)         | Y         |           |
| Time management                                  | Y         |           |
| Ability to build effective working relationships | Y         |           |

| Personal Attributes                       | Essential | Desirable |
|---|-----------|-----------|
| Flexible, enthusiastic and committed      | Y         |           |
| Self-motivated and resourceful            | Y         |           |
| Respectful and understanding of diversity | Y         |           |
| Calm and resilient                        | Y         |           |

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