



**Application Pack**

**Cook**

**Part time (24 hours)**

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June 2021

Dear Applicant

Thank you for showing an interest in working for Emmaus Village Carlton (EVC). We are looking for a compassionate individual that are also highly motivated and enthusiastic.

The successful candidate will be working in the companion's kitchen and must have a passion for great food, with experience of producing high quality food and with excellent attention to detail.

Working alongside companions, the cook will prepare and cook quality homemade food whilst also provide training and instruction to companions on the safe handling and preparation of food, promoting a supportive and nurturing environment for companions in a manner which embodies the Emmaus ethos.

If you have the relevant personal qualities, experience, skills, enthusiasm and a positive "can do" attitude and would relish the chance to work in this dynamic, progressive, and successful charity, we would like to hear from you. You will be joining a friendly and enthusiastic team who are passionate about what they do and a social enterprise that has an exciting future.

Before applying I would urge you to carry out some background research, so you understand the ethos and concept of an Emmaus Community. This role is not just about delivery of targets, it is equally important that you can support, motivate, and develop our companions in a positive way.

I look forward to hearing from you.

Kind regards

**Chloe Goodship**  
**Catering Manager**  
**Emmaus Village Carlton**

## About Emmaus

### We offer a home, not just a bed for the night.

#### **Our vision: A world in which everyone has a home and a sense of belonging.**

At Emmaus Village Carlton (EVC), companions (formerly homeless people) find a place where they can enjoy companionship and support. Each person has their own room whilst living and working in the community.

### We offer work.

All companions work full time and there is work for everyone. The shops and bistro provide a commercial setting where skills can be learned in a supported and friendly atmosphere.

### We offer a new beginning.

Emmaus offers homeless people a fresh start in life with the support of the community around them. They can stay as long as they wish and are offered opportunities to train and acquire new skills. When a companion wants to move on, he or she will be assisted to find accommodation and work.

### Emmaus in the world.

Emmaus is not just in the UK. It originally started in France in the 1940s and since then has grown into an international movement with more than 400 groups based in 41 countries across the world. Emmaus started in France shortly after the Second World War, when homelessness was a big issue.

### How it works.

There are currently 33 Emmaus communities across the UK, providing a home and meaningful work to more than 840 formerly homeless people. In addition to this, there are five emerging groups, working hard to establish new communities. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area. The UK is now the largest Emmaus movement outside of France.

### Working with companions.

Supported by staff and volunteers, companions are the mainstay of the EVC operation throughout the site. We exist to support companions. Some have never worked, have limited confidence, and can find responsibility challenging.

As well as producing excellent meals, the role of cook also includes the need to coach, mentor and motivate companions on a daily basis.

### Terms of employment.

<b>Salary:</b>	£13,865 p.a. gross
<b>Hours of work:</b>	24 hours per week: Friday – Sunday, 9.30am to 6.00pm
<b>Pension:</b>	An auto enrolment pension arrangement whereby the employer contributes 5% and employees 3%.
<b>Holidays:</b>	23 days per year plus Bank holidays pro rata.
<b>Training and development:</b>	Individually tailored induction, training, and development.
<b>Employee Assistance:</b>	24/7 employee assistance scheme is available.

## **Working Conditions.**

Emmaus Village Carlton runs its operations seven days a week and provides 24 hours, 7-days/week support to the community. We open to the public five days per week, Wednesday to Sunday, and this role will be required to work these business opening days.

Emmaus works with vulnerable adults at risk. Staff and volunteers must observe the proper professional boundaries while performing their role.

All staff must always act in a way which will maintain the good reputation of Emmaus Village Carlton, upholding the policies and procedures of Emmaus and striving to preserve good working relationships with staff, volunteers, companions, and trustees. All staff are required to keep personnel information and significant matters relating to the community confidential.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus' aim to take action to help the most disadvantaged people. Emmaus therefore encourages the development and support of volunteer involvement in its work.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently.

## **Site Details.**

Emmaus Village Carlton is currently based on one single 6-hectare site. There are two trading buildings open to the public, an 'Under 1 Roof' building for sorting of donated goods, a waste recycling area, offices, garden, grounds, playing fields, three residential houses for companions, move on accommodation and staff accommodation.

## **Safeguarding and right to work in the UK.**

The role will involve working with companions and requires a Disclosure and Barring Service (DBS) check. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some companions can be classed as adults at risk.

After interviews, the successful candidate will be required to provide evidence of their right to work in the UK and complete a DBS check.

## **How we store and use your personal information.**

Your CV and other information will be stored in a password protected folder for 6 months following the closing date to enable equality monitoring and to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be securely destroyed.

Your CV and supporting letter will only be passed to other members of the recruitment panel, but before it is passed on for the selection process, the personal information will be removed from your CV. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that we are fair and equitable to encourage a diverse workforce.

## Application process

To apply please **send your CV with a supporting letter** (maximum 2-sides of A4) detailing:

1. Why are you applying for this role?
2. What relevant experience and skills do you have?
3. Why are you the best candidate for this position?

to Chloe Goodship, Catering Manager [chloegoodship@emmausvc.org](mailto:chloegoodship@emmausvc.org) by **9.00am Friday 2<sup>nd</sup> July**

Those shortlisted will be invited to an **interview on Friday 9<sup>th</sup> July**

CV's received without a covering letter and after this deadline will not be considered.

Find out more about Emmaus Village Carlton by visiting [https://www.emmaus.org.uk/village\\_carlton](https://www.emmaus.org.uk/village_carlton)

***We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.***

Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ. T: 01234 720826  
Charity Number: 1083113. Company Number: 3924340

## Emmaus Village Carlton Job Description

<b>Job Title:</b>	Part Time Cook
<b>Reports To:</b>	Catering Manager
<b>Location:</b>	Emmaus Village Carlton, School Lane, Carlton. MK43 7LQ

### Job Purpose

Working alongside companions, the cook will prepare and cook quality homemade food whilst also provide training and instruction to companions on the safe handling and preparation of food, promoting a supportive and nurturing environment for companions in a manner which embodies the Emmaus ethos.

### Duties and Responsibilities

Responsible to the Catering Manager for:

#### Catering Provision:

- Prepare, cook, and present well-balanced meals and beverages to the highest quality incorporating, cultural and dietary needs as required by the companions and potentially customers
- Work with the Catering Manager to develop monthly menus, catering for all dietary requirements
- Participate in catering events e.g., meetings and special promotional visits as required
- Support the Catering Manager with inspections undertaken by LA, Environmental Health Inspector and external verifiers ensuring we meet the necessary Health, Hygiene and Safety requirements
- Maintain accurate stock records for all provisions, light, and heavy equipment
- Support the Catering Manager and team in effective control of catering revenue and expenditure

#### Health and Safety:

- Adherence to all procedures related to Health and Safety and COSHH regulations regarding food storage, preparation, equipment, materials, and general safety
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Environmental Health Agencies
- Ensure all equipment used is well maintained, in good working order and to log any defects and report the Catering Manager as required
- Maintain high standards of cleanliness, personal hygiene, and appearance at all times

#### Team working:

- Provide training and instruction to companions on the safe handling and preparation of food.
- Willingness to undertake personal professional development as required
- Actively contribute and support the Catering Manager and team to develop and grow the catering provision across the Emmaus Village Carlton site
- Promote teamwork and motivate staff to ensure effective working relations and communication.

#### Other Duties:

- Willingness to work flexibly including out of hours
- Attend meetings and actively contribute to the overall Community Strategy as required
- Perform any other tasks or duties deemed necessary by the Catering Manager

Person Specification	
Essential	Desirable
Experience	
<ul style="list-style-type: none"> <li>• A minimum 1 years' experience of working within a catering environment</li> <li>• Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working with vulnerable people or people with challenging behaviour</li> <li>• Experience of working with volunteers</li> <li>• Experience of working with and relating to a diverse range of people</li> </ul>
Education / Professional Certification	
<ul style="list-style-type: none"> <li>• Level 2 food safety</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Food Preparation/Catering qualification</li> <li>• Level 3 food safety</li> <li>• Level 2 allergen awareness</li> <li>• First Aid Certified</li> </ul>
Skills	
<ul style="list-style-type: none"> <li>• Knowledge of current food legislation in regard to food hygiene and health and safety in the workplace.</li> <li>• Able to prepare, cook and present food to meet quality, cost and to health and safety standards.</li> </ul>	
Knowledge and Commitment	
<ul style="list-style-type: none"> <li>• Use of commercial catering equipment</li> <li>• Use of domestic cooking appliances</li> <li>• Able to follow Codes of Practice. (Please refer to the Health &amp; Safety and Hygiene Practices).</li> </ul>	
Personal Characteristics	
<ul style="list-style-type: none"> <li>• A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential</li> <li>• Effective team player, with the ability to lead, work and delegate</li> <li>• Ability and willingness to work with and alongside companions, staff, and volunteers</li> <li>• Empathetic and understanding of a wide range of needs and experiences</li> <li>• Awareness and acceptance of own limitations</li> <li>• Commitment to environmental sustainability and social development</li> <li>• Awareness, understanding and compliance to Equal Opportunities</li> <li>• Understanding of professional boundaries</li> <li>• Able to welcome people into the community with no prejudice.</li> </ul>	