



**SU Scotland**  
*Lendrick Muir*

# Trainee Commis Chef

Information Pack  
2022

**Are you passionate about God? Do you love to serve through preparing and serving meals?  
If so, consider joining the Lendrick Muir Team!**



**Our vision is to see all the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.**



**SU Scotland**

Scottish Charity no. SC011222

**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 100 staff and associate workers.**

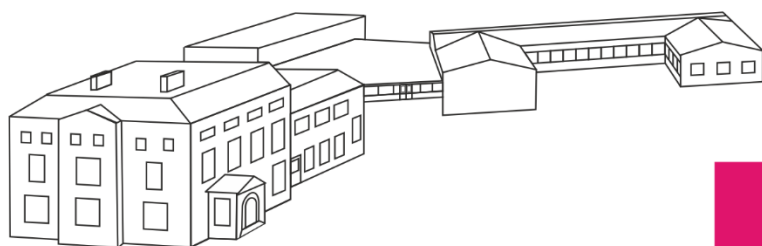


**Lendrick Muir**

**Back in 1998 SU Scotland was given a generous donation to enable us to buy and develop an outdoor residential activity centre. The idea was to create a base that would be just right for running our own SU Holidays, but also to provide an opportunity to expand and develop in all sorts of other ways too.**

**Lendrick Muir, SU Scotland's largest Christian residential activity centre, opened its doors in 1999 and since then has welcomed thousands of children, young people and adults to enjoy a residential experience like no other. The Centre is continuously expanding what it has to offer both in terms of activities and facilities.**

**Lendrick Muir has 165 beds and is set within a beautiful 120 acre estate. School holiday times are fully booked with SU Holidays, while weekends see a range of youth, student and adult groups enjoying the facilities. During term-time, the Centre offers residential activity breaks to visiting school groups as well as conference and meeting facilities for external groups and SU staff.**



**Job Title:** Trainee Commis Chef

**Contract Term:** Fixed Term 23 months/Full Time

**Purpose:** To assist the Catering Manager in the provision of all aspects of Catering at Lendrick Muir.

**Salary:** Starting at £8,640, plus accommodation

## Could this be the job for me?

### Ask Yourself...

- ☞ Do I feel **called to the ministry** of Lendrick Muir?
- ☞ Am I **passionate about serving God** and being part of a team delivering delicious home-cooked food to guests?
- ☞ Am I **willing and able** to commit to a 2-year training programme?

## What's involved?

### Tasks and Responsibilities

To support the Head Chef and Catering Manager to fulfil the varied catering functions and associated tasks at Lendrick Muir which includes:

- ☞ Preparation, assisting with cooking and service of food to all catered groups
- ☞ Ensuring routine checks are carried out and recorded in relation to:
  - ~ fridge and freezer temperatures
  - ~ stocking linens and chemicals in kitchens
  - ~ recycling
  - ~ balancing of 3 kitchens
  - ~ Maintaining a high level of cleanliness in kitchen areas
  - ~ Dealing with incoming orders and storing correctly
- ☞ Supporting special events (Big Celebration open day, Fundraising Meals etc.)
- ☞ To participate fully with the in-house and external training programmes which form part of your development opportunities to progress towards becoming a qualified Commis Chef.

## What's involved?

## Tasks and Responsibilities Continued

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike.

Full participation in the life and ministry of SU Scotland will include:

- ☞ To attend and take an active part in staff meetings and corporate staff prayer, to hear of SU's work and to spend time in prayer and worship together.
- ☞ Involvement at the annual staff residential conference and other staff days as they arise.

## General tasks and other duties

To participate as fully as possible in the life and activities of the Centre through demonstrating commitment to the SU Scotland ethos, vision, values and work practices. This includes:

- ☞ Living onsite in staff accommodation as provided.
- ☞ Being willing to assist in any other tasks in other departments as required and requested by your line manager.

### In common with all SUS staff members:

- ☞ Further the aims and activities of Scripture Union Scotland.
- ☞ Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- ☞ 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.
- ☞ Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

### Notes

1. The work rota for this post includes a mixture of weekend working and evenings.
2. 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.



# Further Information

## TRAINEE COMMIS CHEF

Starting at £8,640 plus accommodation

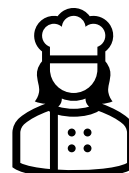
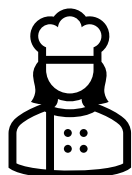
Are you looking for an opportunity to take the first steps in pursuing a career in the catering Industry?

We are looking for an enthusiastic person to come and work, live and progress their catering abilities through our 2-year training course. During this time we will support them in developing their skills as they work towards achievement of SVQ and City & Guilds qualifications.

Lendrick Muir is a residential activity centre run by SU Scotland, near Kinross. The Centre has 165 beds and is set within a beautiful 120-acre estate. SU Scotland is a registered charity that aims to help all of Scotland's children and young people explore the significance of Jesus Christ for their lives.

The Catering Team at Lendrick Muir are responsible for ensuring that a high standard of food is served to our guests and staff. During term-time, the Centre offers residential activity breaks to visiting school groups. School holiday times are fully booked with SU Holidays while weekends see a range of groups enjoying the facilities.

The post is full-time, with contracted hours of 37.5 per week. An allowance of £720 per month is paid and shared staff housing accommodation will be arranged for you on site. This is an opportunity not only to work, but to grow in your Christian faith as you serve and share with us at Lendrick Muir.



# Terms and Conditions of Service

## **HOURS**

The post is full time working an average of 37.5 hours per week, subject to variation in accordance with seasonal hours and the fulfilment of your responsibilities, or by agreement with your line manager. The term of the post is 23 months.

## **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 fixed term 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 Scripture Union Scotland to terminate your employment is one month. Except during the probationary period, the length of notice which you are entitled to receive from the Scripture Union Scotland to terminate your employment is one month. Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

## **SALARY**

An allowance of £720 per month will be paid plus accommodation. You will be paid in arrears on a monthly basis, on or before the 28<sup>th</sup> of each month.

## **PENSION ARRANGEMENTS**

Scripture Union 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 Scripture Union Scotland.

## **HOLIDAYS**

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.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Work Experience</b>		
Demonstrated interest in catering or cooking	✓.	
Previous roles will have involved work on own initiative		✓.
<b>Education</b>		
Food hygiene certification or willingness to achieve within short timeframe		✓.
Willing to undertake training.	✓.	
<b>Social</b>		
Sympathetic to the values of SU Scotland	✓.	
Able to undertake evening and weekend duties on occasions	✓.	
<b>Aptitude</b>		
Willingness to learn new skills and improve knowledge	✓.	
A positive attitude towards undertaking tasks required.	✓.	
Ability to work alone or as part of a team	✓.	
Commitment to providing a high standard of guest service.	✓.	
Ability to understand and adhere to relevant health and safety procedures.	✓.	
<b>Other</b>		
Own transport and a full current driving licence		✓.
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓.

## Occupational Requirement

For this post, it is important that you are committed to SU Scotland's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation. It is also an Occupational Requirement (Equality Act - part 1, schedule 9), that the post-holder is a committed Christian.

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 they affirm, 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 successful applicant will be required to become a member of the Protecting Vulnerable Groups (Scotland) Scheme and the appointment will be subject to a satisfactory PVG Scheme Disclosure.

## What next?

If you have any questions or would like to arrange a visit to Lendrick Muir, please email us at [hr@suscotland.org.uk](mailto:hr@suscotland.org.uk) or call 0141 352 7634

Alternatively, please phone Rhoda, Catering Manager on 01577 842012

**Closing Date:** 31st March 2022

Scripture Union Scotland is an equitable employer and operates a child protection policy.

Scottish Charity No. SC011222