



# **PETERLEE TOWN COUNCIL**



## **CANDIDATE PACK**

**POST: BISTRO CHEF (Maternity Cover)**

**REFERENCE: PTC**

**CLOSING DATE: Tuesday 31<sup>st</sup> May 2022 at 3.00pm**



## PETERLEE TOWN COUNCIL



Peterlee Town Council is one of the largest Town Councils in County Durham. We're proud to provide a range of facilities and services in our Town, including the busy Pavilion Sports & Community Centre which is set in stunning green open space next to the historic Castle Eden Dene nature reserve.

The Pavilion is home to Peterlee Cricket Club and the Council provides a range of services from the venue including sport & exercises classes, wellbeing activities, dance classes, community activities, meetings, weddings and other celebrations, and private commercial bookings. We're also a great visitor destination for people who come to explore the local area – dog walkers, runners, cyclists, and others who just pop in for a natter and a catch up with friends and family in the Funk-a-Deli Bistro – our recently refurbished café.

We're looking for a new Bistro Chef to join the small, friendly team at The Pavilion. The ideal candidate will be someone who shares our vision for great tasting, healthy food served with a smile in a welcoming environment. If you feel ready for a new adventure, like a challenge, and are up for making a difference then please have a read through this pack and get in touch for a chat or to arrange a visit to see the venue and meet the team.



## FUNK-A-DELI café & bistro

### Bistro Chef

Funk-a-deli is a newly re-modelled café & bistro the Pavilion on Helford Road, Peterlee focused on healthy food to eat in and takeaway. Since our relaunch in early 2021 we've been specialising in Jacket Potatoes and Paninis cooked to order, great coffee and tasty treats, as well as the occasional Funk-a-deli specials!

Our mission at Funk-a-deli is to bring the people and businesses of Peterlee a healthy alternative to traditional takeaways and ready meals, and a cosy environment for customers to meet and relax. We take pride in sourcing as many of our ingredients from local businesses as possible.

We are looking for a creative and enthusiastic chef to cover maternity leave, who can prepare high volumes of healthy food and is able to make healthy, natural ingredients become delicious, presentable meals to drive our business forward.

Passionate about fantastic food and coffee and providing amazing service, you will be working with/leading a small team where everyone does a little of everything, i.e., preparing and serving tasty food and drinks, greeting customers and cleaning.

We are looking for a Bistro Chef who:

- Has a passion for cooking delicious and healthy food.
- Is creative and can bring fresh ideas.
- Loves to be part of a team.
- Has high energy.
- Has a positive outlook and attitude.
- Is a great communicator and enjoys working directly with customers.
- Fully understands food hygiene, health, and safety compliance, with a minimum of level 2 certificate in food hygiene and working knowledge of HACCP.
- Has a minimum of NVQ level 2 in catering, but ideally level 3 or above.
- Works well under pressure in a fast-paced, flexible working environment.
- Has an understanding of food, nutrition and sourcing local ingredients and shares our passion for local produce.
- Understands and can take responsibility for stock ordering, control, and management.

**If this sounds like you, then please get in touch!**



## **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 at 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 if 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 2018 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 BISTRO CHEF (Maternity cover)

SCALE 4 – SPINAL POINT 7-11 (£20,444-£22,129)

We currently have a vacancy for a Bistro Chef (maternity cover)

The post holder will be contracted to 37 hours per week.

Information and application forms can be obtained from:

Peterlee Town Council - 0191 5862491

Email - [corporateadminteam@peterlee.gov.uk](mailto:corporateadminteam@peterlee.gov.uk)

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

Closing date for application is (Tuesday 31<sup>st</sup> May 2022 – 3.00pm)

# Peterlee Town Council Application Form





## PETERLEE TOWN COUNCIL

### JOB DESCRIPTION

POST: Bistro Chef (Maternity cover)  
SCALE 4 Spinal point 7-11 (£20,444-£22,129)

1. **POST TITLE:** **Bistro Chef (Maternity cover)**
2. **POST NUMBER:** **PTC**
3. **GRADE:** Scale 4 – Spinal Points 7-11
4. **LOCATION:** The normal place of work for this role will be The Pavilion but the post holder may be required to work at any location or property of Peterlee Town Council.
5. **RELEVANT TO THIS POST:**  
  
**Disclosure & Barring Service:** N/A  
  
Hours of work will be 37 hours per week, which will routinely involve weekend and evening working.  
Working hours: To be agreed with the manager  
Hours worked include an unpaid 30-minute lunch break.
6. **ORGANISATIONAL RELATIONSHIPS:**  
This post reports to the Pavilion Manager.
7. **DESCRIPTION OF ROLE:**  
To source, plan, prepare, cook, and serve meals and drinks at Funk-a-deli bistro & café at The Pavilion Sports & Community Centre.



## 8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS ROLE:

### Main Duties

Bistro Chef (Maternity cover)

- 8.1 To design and deliver a tasty profitable menu.
- 8.2 To prepare and serve food and drink to Bistro customers, including point of sale cash handling.
- 8.3 To review sales, analyse costs and revenue and to pro-actively seek ways to generate additional income and explore cost saving solutions
- 8.4 To be responsible for stock control and stock audits for the Bistro.
- 8.5 To be responsible for reconciling and reporting revenue each day of trading.
- 8.6 Working on your own or supervising Bistro Assistants/Casual employees in the bistro kitchen and other areas.
- 8.7 The ordering, planning and preparation of food to the correct portion sizes for the Bistro within menu and budget guidelines as agreed with the Centre Manager.
- 8.8 To monitor and maintain consistent food standards and quality across all areas and during all stages of production and service.
- 8.9 Stock rotation and use by dates to produce food are followed, and food is produced so not to contribute to waste.
- 8.10 Take a lead role in providing excellent customer service, making sales, cash handling and end of shift cash reconciliation.
- 8.11 To ensure high levels of safety and hygiene are maintained and ensure all HACCP procedures are always followed
- 8.12 Complete the daily and weekly food safety management records to comply with food safety regulations including allergen sheets etc.
- 8.13 Complete daily and weekly cleaning schedules to indicate the work has been completed.
- 8.14 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.
- 8.15 To adhere to approved working practices, methods, and procedures and to attend training sessions as directed by management.
- 8.16 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.



## COMMON DUTIES AND RESPONSIBILITIES:

### 9.1 **Quality Assurance**

To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.

### 9.2 **Communication**

To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role.

### 9.3 **Professional Practice**

To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.

### 9.4 **Health and Safety**

Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.

### 9.5 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

### 9.6 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.

### 9.7 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

### 9.8 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.



## Person Specification – Bistro Chef (Maternity cover), Peterlee Town Council

	Essential	Desirable	Method of Assessment
<b>Qualification</b>	NVQ Catering qualification level 2 or above  Food Safety level 2	Relevant industry NVQ Level 3 or equivalent  Food Safety level 3	Application form  Certificates
<b>Experience</b>	Previous experience of working in high quality commercial food preparation environment  Experienced in planning and costing menus	Experience of working in a busy environment  Previous kitchen budget control experience  Cash handling and reconciliation	Application form  Interview
<b>Skills / Knowledge</b>	Good understand of food safety  Practical knowledge of HACCP and health and safety at work  Effective people skills  Food preparation and presentation skills Literate and numerate  Record keeping and attention to detail	Knowledge of C.O.S.S.H.H  Knowledge of stock ordering and effective stock control  Excellent verbal communication skills  Good organisation and time management skills	Application form  Interview
<b>Personal Qualities</b>	Enthusiasm and flair for cooking with fresh ingredients Passion for excellent customer service Able to rise to new challenges Willing to work evenings and weekends routinely as part of work schedule to suit business needs Willing to undertake training Team worker Able to work with minimum supervision, take responsibility show initiative Good communicator Able to remain calm under pressure High standard of personal hygiene		Application form  Interview

# Peterlee Town Council Application Form



Position Applied For:	(office use only) Bistro Chef (Maternity cover)
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Closing Date:	(office use only) 31 <sup>st</sup> May 2022	Interview Date:	(office use only)
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It is important that you read the guidance notes in the candidate pack before completing this application form. CVs are not accepted. Application forms received after the closing date will not be considered.

**The information you supply on this form will be treated in confidence.**

## Section 1 Personal Details

Surname:	<input type="text"/>	Forename:	<input type="text"/>
Home address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Post Code:	<input type="text"/>		
Home Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		

Do you hold a full clean driving licence valid in the UK?	<input type="text"/>
Do you have your own transport?	<input type="text"/>
Are you able to work in the UK with no immigration restrictions?	<input type="text"/>
How much notice do you need to give to your current employer?	<input type="text"/>

# Peterlee Town Council Application Form



## Section 2 Present Employment (if unemployed, please give your most recent employment)

Name of Employer:	
Address:	
Postcode:	

Post Title:	
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Appointment start date:		To:	
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Reason for Leaving:	
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## Brief description of duties:

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# Peterlee Town Council Application Form



**Section 3 Previous Employment (please start with the most recent employment first)**

Name and Address of Employer	Position Held	Brief outline of Duties	From	To	Reason for Leaving

# Peterlee Town Council Application Form



## Section 4 Education (Please list highest qualification first)

School/College/University	From:	To:	Subject	Grade

## Section 5 Membership of any Professional Associations

Association	Level of Membership

## Section 6 Training & Development

Training Course	Dates Attended



## Section 7 Personal Statement

Please use this section to give information in support of your application of any skills, knowledge and experience you have gained, and how you meet the criteria in the person specification. Continue on separate sheets (if required).

# Peterlee Town Council Application Form



**Section 8 Referees**

Please give 2 names and addresses of your most recent employers (if applicable). If unable to do so, please state who the referees are.

Reference 1		Reference 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Contact number:		Contact number:	
Email address:		Email address:	
Position (Job title)		Position (Job title)	

**Section 9 Declaration**

Are you related to an officer, employee, or member of Peterlee Town Council? If so, please give details below:	Yes	No

**Statement to be signed by the applicant**

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Equal Opportunities in Employment

Office use only

Position applied for:		Form No:	
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Peterlee Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you require more information contact [CorporateServicesTeam@Peterlee.gov.uk](mailto:CorporateServicesTeam@Peterlee.gov.uk).

**Gender** Male  Female  Intersex  non-binary  Prefer not to say

If you prefer to use your own gender identity, please write in: \_\_\_\_\_

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64   
65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in: \_\_\_\_\_

**Black, African, Caribbean, or Black British**

African  Caribbean  Prefer not to say

Any other Black, African, or Caribbean background, please write in: \_\_\_\_\_

**Mixed or Multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other Mixed or Multiple ethnic background, please write in: \_\_\_\_\_

**White**

English  Welsh  Scottish  Northern Irish  Irish  British

Gypsy or Irish Traveller  Prefer not to say

Any other White background, please write in: \_\_\_\_\_

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in: \_\_\_\_\_



# Peterlee Town Council Application Form

## Do you consider yourself to have a disability or health condition?

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

## What is your sexual orientation?

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual

Undecided  Prefer not to say

If you prefer to use your own identity, please write in: \_\_\_\_\_

## What is your religion or belief?

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in: \_\_\_\_\_

## What is your working pattern?

Full-time  Part-time  Prefer not to say

## What is your flexible working arrangement?

None  Flexitime  Staggered hours  Term-time hours  Annualised hours

Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say

If other, please write in: \_\_\_\_\_

## Do you have caring responsibilities? If yes, please tick all that apply

None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Where did you see this post advertised? \_\_\_\_\_

Please return your completed application form to [corporateadminteam@peterlee.gov.uk](mailto:corporateadminteam@peterlee.gov.uk) or post to Peterlee Town Council, Council Offices, Shotton Hall, Peterlee, Co. Durham, SR8 2PH .

# Peterlee Town Council Application Form

