



Retreat Venue Cook

Contract: 37.5 hrs per week, permanent contract

(open to exploring the option of a job share or part-time hours, minimum 2 days per wk)

About the role

We are looking for a well-organised, creative and flexible person to join our team. We are a registered charity caring for the historic Grade I-listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

The Trust's retreat centre, The Coach House, has been running successfully now for 3 years. This role is an exciting opportunity to be involved with the ongoing development of this venue. This role oversees the catering for a mix of our own retreats and private hire groups of up to 18 participants, who will attend the Coach House weekly, arriving on varying days for different lengths of stays. The excellence of Sharpham's vegetarian and vegan food has been rightly celebrated for a number of years and we want to continue this high standard, using the amazing produce grown in our own walled, kitchen garden.

The successful candidate will liaise with our Head Gardeners and create menus based on the produce available. The kitchen will usually produce a buffet breakfast, a full lunch menu and a lighter evening meal. Volunteers & retreatants help with washing-up and may also support with veg prep, overseen by the cook in the still-new commercial kitchen.

You will benefit from being part of the community at The Sharpham Trust, an organisation which has seen significant growth in recent years and is looking to be more outward facing in the pursuit of its charitable objectives.

About you

This is a role for someone who is well organised with excellent communication skills and the ability to work with volunteers, retreatants & private hire guests. You will need previous experience of vegetarian cooking in a professional context for groups and the ability to manage a small commercial kitchen. You will have a passion for food and be able to manage multiple priorities and always achieve high standards as well as food safety standards. Flexibility and a sense of humour will be vital. Since the kitchen is central to the mindful retreat space, having a calm, grounded presence and being at ease in a retreat setting will be important.

An interest in The Sharpham Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of mindfulness courses and retreats.

For this role you will need to be able to get to the Coach House retreat centre on the Sharpham Estate, which is not served by public transport.

How to apply

Complete our application form attached and return to admin@sharphamtrust.org

Closing Date: 9am Friday 11 July

Interviews: Thursday 17 July

Cooking demonstration if you are chosen: **Friday 18 July**

Further Information: see our website for further information or email admin@sharphamtrust.org

Job Desc - Coach House Cook

Coach House Cook - JOB DESCRIPTION

Job Title	Coach House Cook
Salary	£26,500 + pension + holidays
Working Hours	Full time, 37.5 hrs per week, working 5 days out of 7, occasional weekend working minimum 1 weekend day per month (open to exploring the option of a job share or part-time hours for this role of a minimum of 2 days per week)
Report to	Coach House Manager
Supervision of	Volunteers and retreatants
<p>Main Purpose of the Role</p> <p>To prepare healthy and nutritious vegetarian and vegan meals and cater for dietary requirements for Sharpham Trust Coach House residents.</p>	
<p>Key Objectives and Responsibilities</p> <p>Planning</p> <ul style="list-style-type: none"> ▪ Menu Planning ▪ Liaising with the Coach House Manager and Volunteer Retreat Coordinators regarding menus, dietary needs or allergies and cooking meals accordingly. ▪ Liaise with the gardeners for quantities and availability of food produce for use in the kitchen. ▪ To assist in ordering food items when groups are in residence including contacting suppliers and ordering vegetables, kitchen and cleaning equipment when necessary. ▪ Controlling stock rotation to ensure the kitchen, larder and stock rooms are always well stocked, clearly labelling and dating all items. ▪ Notifying the Manager of any replacement materials or equipment needed for the satisfactory performance of all duties. <p>Food preparation</p> <ul style="list-style-type: none"> ▪ Cooking and preparing a variety of fresh, nutritious vegetarian meals for various residential and non-residential groups ensuring they have a positive and rewarding visit. ▪ Making sure that all food at point of delivery is of the highest quality and on time. ▪ Supervising volunteer retreatants when they are assisting with veg prep or washing up. ▪ Liaising and working with Sharpham House cooks and Sharpham House Manager for ordering of food and very occasionally working in Sharpham House kitchens supporting our larger whole venue external hire retreats and staff cover when needed 	

Health & Safety

- Ensuring that legal food safety standards, hygiene, cleanliness and health and safety are maintained and appropriately recorded at all times in the kitchen
- Wear appropriate protective clothing and safety footwear with hair tied back whilst working in the kitchen, ensure retreatants working in the kitchen are appropriately attired
- Keep all areas of the kitchen and utensils and equipment in a clean and usable condition, reporting to the Manager any broken or faulty items.

General Duties

- Good communication with colleagues and other staff is essential.
- Liaising with others and ensure any problems which may arise are taken to the Coach House Manager.
- Attending staff meetings when scheduled during working hours.
- Knowledge of the fire alarm system and the procedure to follow in a fire evacuation emergency.
- To be available to work during open weekends and public events.
- Any other duty deemed necessary that might arise.

Person Specification

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none">● Basic Food Hygiene Certificate● Comprehensive understanding of Food Hygiene & Safety Regulations● First Aid● Manual Handling● Allergen Training	<ul style="list-style-type: none">● Level 3 or above in food related qualification
EXPERIENCE	<ul style="list-style-type: none">● Experience cooking in a professional setting● Experience managing a kitchen● Experience developing menus using local produce● Experience teaching or overseeing people in the kitchen	<ul style="list-style-type: none">● Managing kitchen staff● Dealing with members of the public in a food setting● Meditation retreats
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">● Vegetarian cooking● Adapting dishes to suit various diets and allergies● Able to cook for groups of 20+ persons	<ul style="list-style-type: none">● Mindfulness meditation
OTHER	<ul style="list-style-type: none">● Ability to use own initiative● Calm & grounded presence● Understanding the need for clear verbal and written communication between	

	departments whilst maintaining confidentiality where appropriate. <ul style="list-style-type: none"> • Able to work as a team member and individually 	
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Hours/Shift Pattern:

37.5 hours per week, 5 days out of 7 on a rota basis
 Work pattern is 9:00am to 5:00pm i.e. 7.5 hours per day with 30-minute unpaid lunch break.
 The Trust operates a Time Off In Lieu system.
 All staff members are expected to assist and contribute to the Trust's annual open days. This will be on a TOIL basis unless otherwise agreed.
 You will be entitled to 33 days' annual leave during your employment.

1. AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

2. OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff is required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

Where relevant to your role, your employment is conditional upon the provision of a satisfactory Disclosure and Barring certificate of a level appropriate to your post.

EQUALITY & DIVERSITY

We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.