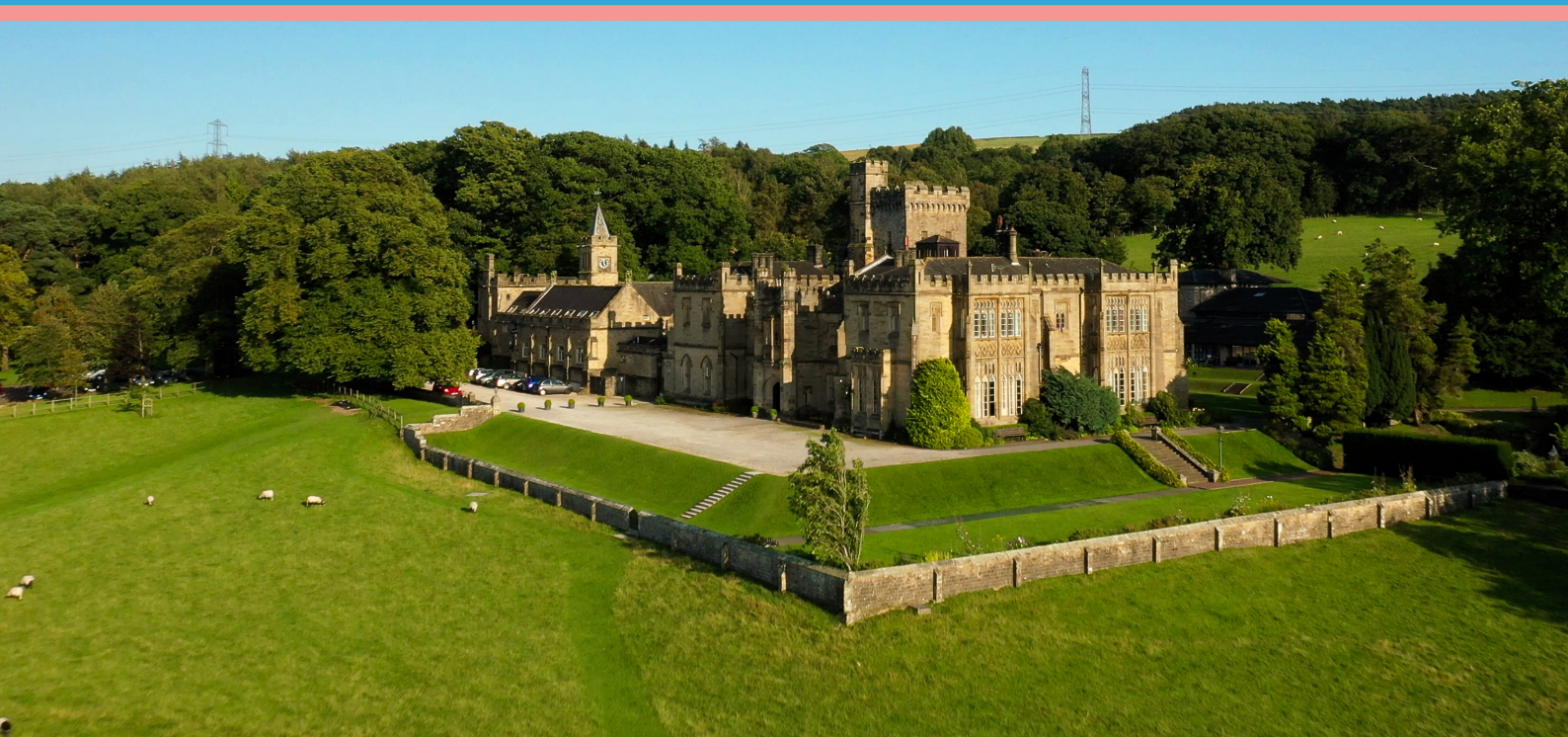


Appointment of
**DINING HALL ASSISTANT -
FRONT OF HOUSE ROLE**



BACKGROUND TO CAPERNWRAY

Capernwray is an international interdenominational, Christian Bible School and Holiday Centre located in a beautiful setting near Carnforth in Lancashire.

Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen their faith and understanding of the Scriptures.

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Holiday and Bible School programmes.

Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world and with whom Capernwray enjoys a strong association.

The international perspective of Capernwray is evidenced by the large number of overseas staff, guests and students.

Capernwray accommodates up to 180 students or 200 guests. There are approximately 30 full and part time staff and a significant number of voluntary staff serving throughout the year.



PERSON SPECIFICATION AND KEY RESPONSIBILITIES

Job Title:	Dining Hall Assistant - Front of House role (Part-time 0.6, 22.5 hours per week)
Salary:	£19,636 FTE (£11,782 for 0.6 pro rata)

We are looking for an assistant to our Dining Hall Supervisor at Capernwray to ensure that our students, holiday guests, staff and special event guests receive excellent customer service with their 3 meals a day, coffee breaks, snacks and other refreshments 365 days a year. You will work 22.5 hours (over 3-4 days) each week, including an average of 1 weekend in 3. Additional hours may be available at certain times of the year. Your role will include 'front of house' responsibilities, alongside cleaning and hygiene responsibilities in the Dining Hall. For some meals you will be responsible (once trained), at other times you will be part of a team.

Responsibilities will include:

- Liaison with the team of chefs to ensure restocking of the buffet food service
- Clearing away meals
- Provision of mid morning refreshments,
- Awareness of special diet meals.
- Being the first port of call for students and guests with queries about food service.
- Ensuring that health and safety standards, including allergen requirements, are observed in the Dining Hall
- Maintaining accurate health and safety records each day
- Regular cleaning and preparation of the Dining Hall for ordinary and special events
- The operation, cleaning and refilling of the Dining Hall catering equipment (including bean to cup coffee machines)
- Assisting with stock control of self-serve and buffet items to ensure orders can be made in a timely manner
- Training, encouraging and supporting other staff, voluntary workers and volunteers designated to assist you (including students assigned to Dining Hall and wash-up duties)
- Doing, training and supervising others in washing-up, pot-washing, laundry and cleaning tasks



ABOUT YOU

You will be expected to have the essential skills, knowledge and experience listed below.

Essential Skills:

- Ability to communicate effectively with our different clienteles, including those with special diets, taking into account customer feedback
- Oral communication and inter-personal skills
- Motivation to deliver the highest standards of customer service, hygiene and cleanliness in a timely and efficient manner 365 days per year
- Boldness to oversee portion control and waste management, including minimisation of food waste
- Ability to plan ahead and problem solve
- Commitment to continuous improvement

Essential Knowledge and Experience

- Experience in a customer-facing role
- Up to date awareness of food allergies and intolerances

Desirable Skills:

(If you do not have these do not be deterred from submitting an application).

- Food Hygiene Level 2 Certificate
- Experience of working with and supervising volunteers
- Experience of Google software
- Experience of working in Christian residential ministry

Key Responsibilities common to all Capernwray staff:

1. To contribute to the Capernwray Holiday & Events Programme, in consultation with the Holidays & Events Manager.
2. To co-lead a 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the voluntary workers or students within it.
3. To participate fully and warmly in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as prove necessary and reasonable.
4. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Operations Manager.
5. As required, to promote and represent Capernwray locally and nationally in consultation with the Operations Manager.
6. To willingly and regularly affirm the ministry's Statement of Faith, Principles
7. and Practices, Mission Statement and Values.



TERMS AND CONDITIONS AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's Statement of Faith. Under the current UK employment legislation you will need to show you have a right to work in the UK.

Annual Leave:	Full-time allowance is 30 days per annum (including days in lieu of Bank Holidays) increased to 32 days after five years' service. Part-time pro rata. The Capernwray holiday year runs from April to March.
Hours of Work:	22.5 hours typically spread over three or four shifts in a 7-day working week, with a paid 20 minute break and unpaid 30 minute meal break, but may include split shifts and some earlier, later, longer and shorter shifts. Regular working days each week may be considered.
Pension Scheme:	Auto-enrolment pension scheme. Current contribution rates are 4% for employee and 7.8% employer.
Additional Benefits:	Meals are provided while you are working. Staff also benefit from a discount in the Bookshop, use of the swimming pool and sauna and other sports facilities and a discount for staff family members at Capernwray Bible School, Night School and on Capernwray holidays and guest accommodation.

An Enhanced DBS check will be required for this role.

Please complete your application [on our website](https://capernwray.org/application-for-employment/) - capernwray.org/application-for-employment/

If you wish to speak to someone informally about this position before applying, please contact Julie Burrows, Operations Manager, on 01524 738034, or julie.burrows@capernwray.org.

Closing date: 22 July 2022

Starting date: As soon as possible

STATEMENT OF FAITH

- We accept the whole Bible as the inspired revelation of God to man.
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.

