



Appointment of

DINING HALL MANAGER

(FULL TIME)



“Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His Church worldwide.”

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 UK and 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 Word of God.

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Bible School and Holiday 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 numbers of overseas staff, guests and students.

Capernwray accommodates up to 160 students or 200 guests. There are approximately 40 full and part time staff, 20 year long volunteers on our Serving and Leadership Training (SaLT) programme and a substantial number of short term voluntary staff serving seasonally throughout the year.

Capernwray has gained an international reputation as a centre for full-time study and holidays aimed at enabling individuals to experience the life-changing work of Jesus Christ. The Bible School courses (Level 3, NCFE-accredited) provide practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The School is accredited by the BAC as a short course provider (6 and 3 month courses which can be taken individually or sequentially) and receives glowing inspection reports.

The Holidays provide priceless opportunities to meet new friends while learning and discussing the truth of who Jesus Christ is and how He is relevant to all ages in the present day. Refreshment and relaxation in a scenic environment enhances the teaching of the Word.



PERSON SPECIFICATION AND KEY RESPONSIBILITIES

Job Title: Dining Hall Manager

Salary: £25,000 (*with potential provision of on-site accommodation*)

We are looking for a Dining Hall Manager 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 37.5 hours (over 5 days each week, including weekends on a rota-ed basis). Additional hours may be available at certain times of the year.

Your role will include the 'front of house' responsibilities, alongside cleaning and hygiene responsibilities in the Dining Hall and Wash up area.

Responsibilities will include:

- Train, supervise and lead the staff team, volunteer staff and students in the various tasks involved in the Dining Hall
- Maintain stock control of Dining Hall items to ensure orders can be made in a timely manner
- Complete the weekly staffing rota to ensure there is appropriate cover and oversight;
- Provision of mid morning refreshments, replenishing food at meal times, clearing away meals, undertaking, training and supervising in washing-up, pot-washing, laundry and cleaning tasks
- Work closely with the team of chefs to ensure food service runs smoothly and efficiently
- Ensuring that health and safety standards, including allergen requirements, are observed in the Dining Hall
- Work closely with other departments across the ministry to ensure the dining hall is prepared for the various programmes and events throughout the year;
- Being the first port of call for students and guests with queries about food service;
- Seek out new opportunities for continuous improvement, developing new processes and methods for improving the service guests receive;
- 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)

ABOUT YOU

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

Essential Skills:

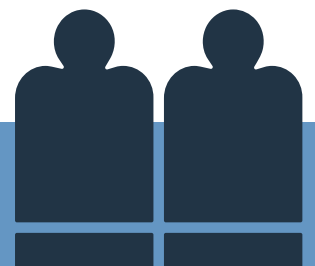
- Ability to lead and manage the Dining Hall staff and volunteer team effectively
- Clear communication skills to effectively work with our different clienteles, including those with special diets, taking into account customer feedback
- Commitment to continuous improvement
- Oral communication and inter-personal 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

Desirable Skills (*If you do not have these do not be deterred from submitting an application, as full training will be provided where necessary*)

- Experience in a customer-facing role
- Up to date awareness of food allergies and intolerances
- 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 participate 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 required.
2. To contribute to the Capernwray Holiday Programme and Open Days as agreed.
3. To participate in a Bible School 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
4. To willingly and regularly affirm the ministry's [Statement of Faith](#), [the Torchbearers' Principles & Practices](#), our [Values](#) and [Mission Statement](#).



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 current UK employment legislation you will need to show you have a right to work in the UK.

- Safer Recruitment:** Capernwray is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. References, a Voluntary Self-Disclosure and an Enhanced DBS check will be required for this role.
- Annual Leave:** 30 days (including public and bank holidays) increased to 32 days after five years' service. The Capernwray holiday year runs from April to March. Usually 3 days annual leave is required to be taken when the Hall closes for 5 days at Christmas.
- Hours of Work:** 37.5 hours typically spread over five 7.5 hour shifts (eg 7am - 3pm, or 11am - 7.30pm) in a 7-day working week, with a paid 20 minute tea break and unpaid lunch break. However, current staffing limitations have meant some split shifts have been required. Some weekend working and availability outside of normal working hours will be required although working patterns are designed to permit substantial involvement in a local church.
- 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 email Mike Gregory, Finance and Operations Director (mike.gregory@capernwray.org).

- Closing date:** Monday, 30 September 2024
Starting date: As soon as possible

STATEMENT OF FAITH

1. The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
2. God is the triune God: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
4. Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
5. He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
6. He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
7. Jesus Christ is risen bodily from the dead.
8. Jesus Christ will return to deliver just judgement and to bring all things to completion.
9. The Holy Spirit is God in unity with the Father and the Son.
10. Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith.
11. Through the presence of the Holy Spirit, a person becomes a new creature, and is being transformed into the likeness of Jesus Christ.
12. Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.

