



Staffordshire
Wildlife Trust



Cook/Baker

Be part of a Wilder Future

Closing date: Tuesday 7th May 2024 at 9:00am

Interview date: Monday 13th May 2024

Please submit your completed application to jobs@staffs-wildlife.org.uk before the closing date.

Join Our Movement

We are the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help, but together we can make a difference.

Our 50-year vision is for a thriving county with wildlife at its heart, which everyone enjoys, values and wants to play their part in protecting and improving.

Our mission is to ensure that:

We protect and enhance the wildlife and wild places of Staffordshire and promote understanding, enjoyment and involvement in the natural world.

Working for Staffordshire Wildlife Trust, in any role, means you are part of our ambition to halt and reverse nature's decline in Staffordshire and across the UK, and to get more people to take meaningful action for wildlife. Whether you work in IT, in our cafes, or out on our nature reserves you will be working with colleagues towards the common purpose of a county richer in wildlife.



CHRISTINE HARDING SWT

Looking After Staffordshire's wildlife

Staffordshire Wildlife Trust. Registered charity number 259558

Working for Us

At Staffordshire Wildlife Trust we don't just offer jobs – we offer careers. For our people, being part of the effort to address the climate and nature crisis makes working for us truly meaningful and rewarding.

As well as investing in our mission, we invest in our people and culture. We're committed to creating an engaging, supportive and inclusive workplace for all and providing opportunities for development, training and growth. We also provide a range of benefits such as flexible working, an employee assistance programme and a wellbeing allowance.

Your journey in the Trust starts with your induction. Whatever role you're here to do, we'll explain what to expect, show you where to go, and make sure you understand your new environment before you get going.

You'll get chance to see what others in your teams, and across the Trust are doing through job shadowing and team working. We have 45 other Wildlife Trusts, working passionately just like us, whose knowledge and experience you can also draw from.

Learning and Development – one size doesn't fit all, we will work with you to identify where you and the organisation want to grow and develop, and put together a personal plan that works for you, whether that's on-the-job training, flexible e-learning, or one-to-one support.

If we need you to hold a qualification for your role, from either a legal or professional point of view, we'll cover the cost of your membership fee where needed as part of your continuous professional development.

We believe work-life balance is important. We work 35 hours a week, and we believe a good work life balance makes for happier, healthier employees. We support flexible working wherever possible and we are currently trialling a hybrid working model.

We have a range of benefits that support you when working for us:

- *10% Non-contributory Pension*
- *Employee Assistance Programme*
- *Life Assurance*
- *Salary Sacrifice schemes for cycle to work and electric vehicles (dependent on Banding)*
- *25 Days basic holiday allowance, plus bank holidays, and extra Christmas leave.*
- *15% discount in our cafes*
- *PPE and uniform provided as required*



What We Stand For

We are:

Resourceful: Making best use of what we have, and always alive to opportunities to do things better and more efficiently

Passionate: Making the case for valuing and protecting wildlife

Pioneering: Using new and innovative ways to achieve our vision helping us led by example

Evidence Based: Making our case on scientific-face and interpretation

Welcoming: Giving our members, our supporters, and the wider public the best service possible

Professional: Striving to be the best we can be in all that we do, seeking continuous improvement and benchmarking our performance

Collaborative: Working in partnerships between staff, volunteers, members, communities, landowners, businesses and many others to achieve our vision

The Basics

Job Title: Cook/Baker

Contract Type: Permanent

Hours: 21 hours per week (Monday to Wednesday)

Pay Band: Cook/Assistant Supervisor Band £21,033.21 per annum/£11.56 per hour (pro rata for part time, £12,619.93)

Work Location: Kingfisher Café at The Wolseley Centre, ST17 0WT

Who We're Looking For

We are looking for someone who can deliver the preparation of high quality food and snacks for our busy Kingfisher Café, whilst supporting with the day to day smooth running of the kitchen.

What you will Deliver

Key Tasks

- 1) Working during service to cook menu items to order.
- 2) To cook quality savoury dishes and snacks, together with baking a range of cakes, tray bakes and scones.
- 3) To be part of a kitchen team of assistants, including basic food preparation, cleaning and dishwashing. To help support the Catering Supervisor in maintaining a quality, safe and well-run kitchen.
- a) To help ensure all food safety, customer care and hygiene standards are adhered to and relevant checklists completed. Ensure high standards of cleanliness are maintained within the facility.
- 4) Understand the importance of stock control and minimising costs through correct storage, rotation and level of stock
- 5) Adhere to all health and safety procedures
- 6) Other duties that may arise, as directed by your line manager.

What we're looking for

Personal Qualities	
Passionate and Energetic	You will believe in our core purpose, and be passionate about tackling the nature and climate crisis.
Team focused and supportive	You will be an excellent team player, working alongside colleagues across teams, volunteers and contractors. You will recognise strengths and weaknesses in your team and support your team to develop new skills.
Ambitious and Achieving	You will provide direction for your team and ensure your work delivers against our core strategic goals. You will energise and motivate your colleagues.
Resource Efficient	You will use resources wisely ensuring maximum benefits and minimal.
Professionalism	Always professional, on-message and on-brand – you will represent the Wildlife Trust and it's values and mission at all times.
Determination and Resilience	You will have a can-do attitude and will take setbacks and feedback constructively.
Problem Solving and Analysis	You will relish a challenge and be analytical in your approach to solving problems.

Experience requirements

Level 2 or 3 Food Hygiene and Safety

Experience cooking/baking within a food & beverage retail outlet

Previous experience of working to high food safety standards

The ability to work well under pressure

Possess a passion for cooking

Some experience cooking within a food & beverage retail outlet

A team player with the ability to help motivate others and retain a high level of self-motivation

A friendly, professional personality

Week days, weekends and bank holiday availability

Flexibility to cover for holidays

Desirable requirements

First Aid qualification

Previous experience of cash handling & completing financial paperwork

Effective communication skills

A Systematic, methodical approach to work and the ability to prioritise

Keen to suggest new ideas and menu choices

Some knowledge of environmentally friendly working practices