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JOB DESCRIPTION

1. JOB DETAILS	
Job Title	Deputy Cook, Iona Abbey Centre
Location	Iona
Line Manager	Abbey Cook
Salary	Resident Team allowance of £661.00; all rent, bills and food included.
Pension	Company Pension Available
Holidays	37 days inclusive of Public Holidays
Duration:	Seasonal contract 1 st Feb 2023 – 31 st Dec 2023
Probation	3 months probationary period
Hours	35 hours per week; with Common Life commitments in addition.
Protection of Vulnerable Groups	This post is exempt from the Rehabilitation of Offenders Act. The post-holder must be or become a member of Scotland's Protection of Vulnerable Groups Scheme.
	Please read the attached 'Terms and Conditions of Employment – Iona 2023' and 'working for the Iona Community on Iona 2023' for essential information about living and working conditions.
Date of this version	October 2022

OVERALL CONTEXT

The Iona Community (www.iona.org.uk)

The Iona Community is an international, ecumenical Christian movement of over 2000 people working for peace and justice, rebuilding of community and the renewal of worship. As a movement, community and charitable organisation we pursue our purpose through the activity of our members where they live and work and through our centres in Glasgow and on the Hebridean islands of Mull and Iona.

The Iona Community work on Iona

Following a £3.7million capital appeal, and a period of major refurbishment, the Iona Community re-opened the newly improved Iona Abbey Centre to guests in May 2023, alongside our renovated Community Shop and Welcome Centre. An exciting Strategic Plan has been developed, refreshing the Centre as a place of hospitality, spiritual renewal and learning, for people of all ages, backgrounds and cultures, inspiring them to commit to action for justice and peace within their communities and throughout the world.

The Abbey Centre provides:

- Residential accommodation for up to 44 guests, with newly upgraded bedrooms and communal spaces offering a comfortable and relaxing 6-night stay, between the months of April to October
- A pattern of daily public worship, prayer and reflection, in the historic Abbey Church, planned and facilitated by the Centre's staff and volunteers, alongside guests

- Workshops and sessions on the purpose and work of the Iona Community, around themes of justice, peace and the environment, drawing on the creative skills and talents of staff, members, associates and local people
- Themed weeks over Easter, Advent and Christmas, a Youth Festival, a Music and Liturgy Weeks, Quiet Weeks and a biennial international conference, known as 'Iona Fest'.

Working at the Abbey Centre is a rewarding and creative experience, and whilst the work can, at times, be demanding many past staff and volunteers have described the experience as “life changing”, with rich encounter, deep learning, life-long friendships and new directions being formed. Our staffing model comprises a resident community of staff and volunteers, who are mutually accountable to each other, and share a common life of work and worship, both of which are valued in equal measure. Recognising the pressures this brings, the Iona Community provides a range of supports including comprehensive training, the option of a spiritual accompaniment scheme, an employee assistance programme, and regular space for reflection and feedback.

This is an exciting time for the Iona Community, with a unique opportunity for the team of Abbey staff and volunteers to re-establish the Centre as a vital place of welcome, encounter and challenge, enriching the lives of many, and bringing hope to the world.

The Abbey Kitchen

The kitchen team in the Abbey consists of a very experienced Abbey Cook, the Deputy Cook and 4 kitchen volunteers, occasionally assisted by other members of the team.

The Abbey kitchen provides:

- bread for all meals
- breakfast, lunch and evening meal for guests and lunch and evening meal for all staff
- baking for tea breaks
- meals for special diets as necessary and if pre-arranged
- baking for sale to the general public once or twice a week in the Community's shop
- other food e.g., communion bread or bread for other businesses on the island

The food on offer is mainly vegetarian, with emphasis on seasonal, fairly traded or locally sourced, healthy food. Avoiding waste, in food and packaging, is a priority.

JOB PURPOSE

During the main season (early March to early November), the Deputy Cook will work closely with the Abbey Cook and kitchen volunteers to provide tasty and healthy home cooked food for staff, guests in the Abbey Centre (up to 44), Iona Community representatives and occasional visitors. Out of season, the Deputy Cook will be solely responsible for ordering the food and cooking for the small winter staff team and the guests staying in the Abbey for Quiet Weeks.

The post-holder will deputise for the Abbey Cook as and when needed to ensure all catering duties are completed in a timely manner and to the expected standards.

Due to the 24/7 nature of the work in a fast-changing environment, there will be days when the Deputy Cook will need to work additional hours to help cover Kitchen needs. These hours can be recorded as TOIL and claimed at a later stage.

MAIN RESPONSIBILITIES

In liaison with the Abbey Cook:

1. On days when the Abbey Cook is not present, be responsible for the daily running of the kitchen and the task management for volunteers.
2. Help the Abbey Cook plan menus, ensuring a balance of nutrition and variety, while keeping within the agreed budget and sourcing the food ethically.
3. Manage food stocks and, together with the Abbey Cook, order provisions according to the ethical food policy.
4. Ensure that supplied foods get stored correctly, giving due consideration to rotation and use.
5. Assist the Abbey Cook in coaching, supporting and supervising volunteer staff and others (including guests) who come to help out in the kitchen.
6. Be responsible, along with the Abbey Cook, for ensuring that Environmental Health and Safety, as well as Food Safety Standards are met in the kitchen at all times. This includes keeping records, and also the maintenance and cleanliness of storage, preparation areas and equipment.
7. Be responsible, along with the Abbey Cook, for ensuring that volunteers and other staff working in the kitchen have the necessary awareness of Health and Safety standards.
8. Undertake any other duties appropriate to the post as agreed

For all Islands Resident Staff

1. Promote and support a positive ethos within the Abbey Centre consistent with the Iona Community's Purpose and Rule of Life, role modeling and encouraging the Community's model of hospitality and common life.
2. Ensure the Abbey Centre maintains an atmosphere of warm welcome, nurture and hospitality for all who live, work or visit.
3. Participate fully in the common life of the resident staff group.
4. As part of our commitment to the Common Life the post holder is required to support and lead regulated work with Children.
5. The worship of the Iona Community on the island is the responsibility of the Abbey Warden, however, all other resident staff members will be expected to share in the facilitation and leadership of worship, for which training will be given.

SUPERVISION AND BUDGET RESPONSIBILITY

No direct line management responsibility. Responsibility for the kitchen budget during the winter months.

LEVEL OF AUTONOMY AND DECISION-MAKING

This post works as part of a team, but the role has some day to day autonomy when deputising for the Abbey Cook.

COMMUNICATIONS

The main internal contacts of the post are:

Colleagues on Iona

The main external contacts of the post are:

Guests and members of the public, suppliers and delivery staff.



PERSON SPECIFICATION

Essential

To have:

- interest in and experience of cooking for large numbers, together with a desire and aptitude to learn
- proven experience of working as part of a team
- proven experience of managing staff
- adaptability and flexible approach to work
- well-developed organisational and interpersonal skills
- experience of working within and managing tight budgets and resources
- the ability to carry loads up to 15kg, since a significant amount of lifting and carrying is required
- the ability to cope with the physical and mental challenges of living on a remote Hebridean island
- willingness to live in a residential community and to cover for colleagues when necessary
- a commitment to reflective practice, and ability to receive constructive feedback.

Desirable

- experience of managing, supporting and training volunteers
- relevant catering qualifications such as Health and Hygiene Level 2
(N.B. these qualifications are a requirement of the job but not listed as 'essential' as they can be obtained online as part of the initial training)

ADDITIONAL COMMENTS

This document will be reviewed: on an annual basis at the time of the annual appraisal; or within six months of appointment; or as a result of a change in strategic direction; or as a result of a team / operational requirement.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date