

Iona Community Job Description

Job Title: Iona Abbey Deputy Cook
Reporting to: Operations Manager and Community Life Committee
Salary Band: **As residential post:** annual allowance of £8,900, all rent, bills and food included.
As non-residential island based post: salaried position at annual salary band C - £23,525
Salaries will prorated to reflect contract length.

Type of Contract: Seasonal Contract from 1st Feb 2024 – 30th November 2024

Place of work: Isle of Iona

Hours of Work: 35 hours per week; with Common Life commitments in addition
If the post holder is appointed on a salaried contract, they would be expected to support some agreed aspects of the common life, including public worship.

Common Life Accountability:

Working for the Iona Community **as part of the Resident Team** is more than a job – it is a way of life. We live and work together as a community, committed to sharing a common life. This means that staff share in tending a home with one another, while also sharing daily tasks, worship and recreation with the guests who join us in community, and with each other.

Living like this can be very rewarding. It can also be a very vulnerable and challenging experience, balancing our allocated job along with the shared “common life”. This life together is a commitment, or a covenant that is agreed, rather than a contract that is signed.

It is this mixture of our daily work, with a commitment to the common life and the building, receiving and celebrating of community that makes working at our islands centres far more than a job; but a way of life.

For **non-residential island-based** members of staff, there is an expectation that the post-holder will take part in some common life activities.

Annual Leave: 37 days for full-time staff. Pro-rata for part-time staff.
Holiday/Annual Leave Entitlement runs from 1 January to 31 December each year and is inclusive of Public Holidays

Pension: Membership of the National Employment Savings Trust

OVERVIEW OF THE ORGANISATION:

The Iona Community is an international, ecumenical Christian movement of over 2,000 people working for peace and justice, the 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 islands of Mull and Iona.

The Abbey is a place of welcome, hospitality, challenge and inspiration. Between March and early December, it offers:

- 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 concerns of the Iona Community – primarily around themes of justice, peace and the environment, drawing on the creative skills and talents of staff, volunteers, Members and local people.

The Abbey Kitchen

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

The Abbey kitchen provides:

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

The food on offer in the Abbey Refectory is vegetarian with the exception of Sunday lunch, when a meat option is offered. All the food is prepared freshly on the premises. There is a strong emphasis on seasonal, fairly traded or locally sourced, healthy food. Breakfast is porridge or cereals, toasts and spreads. Lunch is normally soup with freshly baked bread and fillings (e.g. humous, egg mayo). Dinner is normally a main dish followed by a pudding.

The Abbey Kitchen operates to a strong ethical Food Policy in place, which is attached as an Appendix to this Job Description. Avoiding waste, in food and packaging, is a priority.

In line with the principles of community-building, the Abbey Kitchen is run as a collective to which all contribute in accordance with their expertise and experience. The Abbey Cook and the Deputy Cook provide the leadership and guidance, but are also involved in the daily cleaning routine, taking their turns to wash up, clean, sweep, and deal with bins and recycling.

The shifts are either 7am to 3pm (with a morning tea break and a lunch break), or a split shift of 7.30am to 1pm (with a morning tea break) and 5pm to 7.30pm (with a dinner break).

JOB PURPOSE

During the main season (early March to mid-November), the Deputy Cook will work closely with the Abbey Cook and kitchen volunteers to provide tasty and healthy home-cooked food for up to 80 people (up to 44 guests and 30 staff plus visitors). The post-holder will deputise for the Abbey Cook during their days off and holidays, ensuring all catering duties are completed in a timely manner and to the expected standards.

Out of season (from mid-November until Christmas), the Deputy Cook will be the person in charge of the Abbey kitchen. With the support of volunteers, the post-holder will order the food and cook for guests staying in the Abbey during 'Quiet Weeks' (until early December) and for the small winter staff team.

In the event that the Abbey Centre hosts a Christmas event, the Deputy Cook will have responsibility for ordering and cooking the food over the festive period, with support from helpers.

MAIN RESPONSIBILITIES

1. together with the Abbey Cook, be responsible for the daily running of the kitchen, and ensure the timely provision of:
 - bread for all meals
 - breakfast, lunch and evening meal for guests, and lunch and evening meal for all staff
 - food that accommodates special diets as necessary and pre-arranged
 - other food e.g. provision of bread for services and baking for tea breaks and welcome tea
2. ensure that the food served in the Abbey refectory is wholesome and tasty.
3. assist the Abbey Cook in inducting, coaching, supporting and supervising volunteer staff and others (including guests) who come to help out in the kitchen.
4. plan menus for when the Abbey Cook is not present, ensuring a balance of nutrition and variety while keeping within the agreed budget and making the most of food available locally.
5. manage food stocks and, together with the Abbey Cook, order provisions in accordance with the annual budget and the ethical food policy.
6. ensure that supplied foods get stored correctly, with careful consideration of rotation and use.
7. be responsible, along with the Abbey Cook, for ensuring that Environmental Health and Safety and the Food Safety Standards are met in the kitchen at all times. This includes keeping records and ensuring high levels of cleanliness and hygiene.
8. 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.
9. to undertake any other duties appropriate to the post as agreed.

PERSON SPECIFICATIONS

Essential

- 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 and supporting staff or volunteers
- adaptability and flexible approach to work, in line with operational needs – including a willingness to work additional shifts when needed (for which TOIL is given) or cover in other departments
- well-developed organisational and interpersonal skills
- experience of working within and managing tight budgets and resources
- good physical health, including the ability to stand on one's feet for long periods of time as well as lift and carry loads of up to 15kg.
- ability to cope with the physical and mental challenges of living on a remote Hebridean island
- for resident members of staff, a willingness to live in a residential community
- ability to receive constructive feedback.

Desirable

- 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)
- proficient computer skills (Word, Excel, emails, Office 365)

AGREEMENT:

Job Holder's Signature

Date

Immediate Manager's Signature

Date

See Appendix for Food Policy

APPENDIX

IONA ABBEY KITCHEN FOOD POLICY

The Iona Community aims to offer healthy and sustainable food to staff and guests. We will ensure that our menus are inclusive, catering for the wide range of people we welcome to our centres. We recognise that, where possible, food should be purchased and cooked in ways that:

- avoid damage to the environment, the waste of natural resources or contribution to climate change
- provide a largely plant-based diet, supplemented by dairy, eggs, and occasional consumption of meat and fish
- provide a diet which is safe and healthy
- recognise the importance of seasonal food
- cater for special diets including vegetarian, vegan, gluten-free and dairy-free diets

We will do this specifically in the following ways:

1. Purchasing and supply

- Where possible, we will purchase food from local suppliers avoiding unnecessary 'food miles' as much as possible
- We will purchase meat from local suppliers who farm in a sustainable way.
- We will buy fish that is labelled sustainable (MSC labelled), or source it directly from local fishermen who work with sustainable methods.
- We will only purchase free range chicken and eggs.
- Where possible we will purchase food which is sustainable and fair trade using ethical suppliers such as Green City Wholefood. Where available, we will aim to purchase food which is fair trade certified.
- We will support the campaign against Nestle organised by Baby Milk Action and will not wittingly purchase Nestle products.

2. Food planning

- Menus will be planned to reflect a healthy diet. Meals will be largely plant-based. Meat and fish will be served no more than twice a week.
- We will take account of the availability of seasonal produce.
- We will use salad, vegetables and fruit from the Abbey/Camas gardens and polytunnel when available.
- Special diets will be catered for in consultation with individuals.
- We will aim for cultural diversity in our menu planning
- We will aim for minimal food waste. Raw food waste will be composted.

3. Communication

- We will communicate our policy to staff, guests and the Iona Community membership and encourage them to make changes to their own diets with regard to the principles of healthy, sustainable and ethical food choices.
- We will communicate our stance on Nestle products to Baby Milk Action and to Nestle on an annual basis.

4. Accountability

- At the Abbey, the Cook will be responsible for carrying out this policy and in her absence this will be the Deputy Cook. At Camas, the Centre Manager will be responsible for carrying out this policy.
- We will review this policy on an annual basis