



**Shuttlewood
Clarke
Foundation**

REGISTERED CHARITY 803525

EMPLOYMENT OPPORTUNITY

PART TIME COOK REQUIRED

We are looking for two enthusiastic, caring and innovative cooks (job share) to join our team based at Ulverscroft Manor, daily duties will include the preparation and serving of a homecooked meal suitable for our visiting groups of up to 26 people per day and catering for all dietary requirements. Please see the attached job description and person specification for further details.

Essential Qualifications and Experience

- A minimum of two years work experience in a similar role
- Food safety certificate
- Full UK driving licence (with business use insurance)

Desirable Qualifications and Experience

- First Aid

The hours of work are: -

Monday and Tuesday 8.00 a.m. – 4.00 p.m. (16 hours per week)

Wednesday and Thursday: 8.00 a.m. – 4.00 p.m. (16 hours per week)

With flexibility to work additional hours if required.

Rate of pay £9.10 per hour to be reviewed annually.

References will be required prior to an offer of employment being made.

As a registered charity, Shuttlewood Clarke's ethos offers individuals the opportunity to look forward and do something different, whilst offering the freedom to belong, at home away from home.

If this position is of interest to you, please apply in writing with full CV and covering letter to Mrs L Moore, Ulverscroft Grange, Whitwick Road, Ulverscroft, Leicestershire, LE67 9QB. Alternatively, email louise@shuttlewood-clarke.org.

Please do not hesitate to contact the Shuttlewood Clarke Foundation for further information and a full job description. Whilst we endeavour to respond to every application, we regret that this may not always be possible.

CLOSING DATE FOR APPLICATIONS IS 2nd JULY 2021

SUCCESSFUL APPLICANTS WILL BE INVITED FOR INTERVIEW WEEK COMMENCING 12th JULY.