



Role Description: **Kitchen Intern**

Reports to: **Hospitality Manager**

Location: **Corrymeela Ballycastle**

#### **ROLE PURPOSE**

As a residential voluntary member of the lived community you will assist the Lead Cook & Kitchen Team in the fulfilment of their duties supported and guided by the Hospitality Manager.

#### **PRINCIPAL TASKS (5 days a week):**

1. Prepare, cook and serve meals whilst playing your part alongside other staff and volunteers in the Kitchen Team.
2. Ensure the maintenance of and compliance with the necessary food safety and hygiene standards in the kitchen. This includes participating in and overseeing the regular cleaning of equipment, utensils and all aspects of the kitchen area as a whole.
3. As part of the Kitchen Team to work in a way that is in line with the ethos of the Corrymeela Community, whilst contributing to the improvement of our daily food experience, with an attitude that is flexible, creative and supportive to the needs of the Centre.
4. As required to fulfil a regular Duty Management shift probably overnight

#### **EXPECTATIONS, SKILLS / QUALITIES AND EXPERIENCE:**

We expect volunteers to participate in and creatively contribute to the rhythm of life at the centre. The Kitchen Intern should also be willing to demonstrate:

- A commitment to the ethos of Corrymeela
- An understanding and empathy for the volunteer ethos of Corrymeela
- An ability to share in our Christian commitment to reconciliation
- An understanding of the dynamics of living and working in community



It is essential that the Kitchen Intern can demonstrate the following **Essential Skills / Qualities**:

- Ability to thrive with a varied and flexible work pattern
- Ability to self-manage, initiate and complete set tasks whilst multi-tasking
- Attention to detail and reliability
- Excellent organisational skills
- Ability to work under pressure
- Experience in teamwork and cooperation
- The ability to balance work / community life and self-care
- Professional conduct
- Commitment to being an active contributor to the lived community rhythm

#### **Desirable Skills / Qualities**

- Professional Catering Qualifications
- Corrymeela group work experience and working with issues of difference
- Sense of humour

#### **OTHER INFORMATION:**

##### **Dates**

The role will ideally commence in early or mid-November for one year. The exact start date within that time frame can be negotiated.

##### **Food and Accommodation**

As a volunteer you will be provided with food and accommodation. Rooms are shared and single and an allocation is made based on availability. Bathroom facilities are shared. The volunteer building also contains other shared facilities.

##### **Expense Reimbursement**

The Kitchen Intern will receive a monthly expense reimbursement up to £220.00 per month to cover essential out of pocket expenses. This will be paid directly into your bank account on or before the 26th day of each month. We will facilitate volunteers in setting up bank accounts as needed at the Ulster Bank in Ballycastle during induction.



### **Medical Care**

All non EU volunteers must pay a compulsory fee to the National Health Service (NHS) of £200 at the time of processing the visa. This is only applicable if you are staying for 6 months or longer. This will cover all medical care during your time in the UK. If you are staying for under 6 months each volunteer must secure their own medical travel insurance. Volunteers will be able to register with the local GP (Doctor) at the Ballycastle Medical Centre during their first week. Corrymeela will assist with this procedure and will encourage volunteers to remain in good health throughout the year.

### **Dental Care**

If registered on the NHS, volunteers are entitled to a reduced charge for dental care. If not registered on the NHS, volunteers must pay privately for dental care.

### **Training and Development**

The Kitchen Intern may have the opportunity to attend courses, workshops, presentations and other relevant bespoke training events as well as on-the-job training in the main areas of work within the centre.

### **Days On – Days Off**

Corrymeela expects you to be a full-time volunteer. It is important that volunteers make good use of their time off. Volunteers are encouraged to spend time away from the centre when off work and are encouraged not to engage in work during off time under normal circumstances. This includes part-time work or volunteering with other organisations. We will agree a rhythm of regular off time, usually 2 days off each week. Additional time off may be requested and is at the discretion of the Head of Hospitality and Facilities.

### **Holidays**

All volunteers who are here for a year or more will receive the following holidays –15 other floating days (to be taken throughout the year) and if you are here over the Christmas period, then you will have an additional two weeks off when the centre closes (all volunteers must vacate the site during this time. We will help volunteers who require housing during that period to find suitable accommodation.). All holidays must be agreed in advance with the Head of Hospitality and Facilities.

### **Data Protection**

As a volunteer your personal details will be treated as strictly confidential, in line with relevant data protection legislation.