



## **Centre Host and Cook Information Pack**

### **Introduction**

Thank you for your interest in the position of Centre Host and Cook at Moniack Mhor. This is an exciting new post, designed to support our transition back to residential activity by taking on all aspects of food management and preparing delicious and nutritious meals for our visiting writers as well as participating in the wider life at the centre.

In this job pack, you will find more information about our organisation, the job description and person specification and how to apply.

Please feel free to contact either Rachel (Centre Director) or Angela (Centre Manager) to discuss the role before applying, on [info@moniackmhor.org.uk](mailto:info@moniackmhor.org.uk). We very much look forward to receiving your application.

With best wishes

Rachel Humphries, Centre Director,

Angela Cran, Centre Manager.

## About us

Moniack Mhor is Scotland's Creative Writing Centre. Based in the Scottish Highlands, we run residential and online courses in a range of genres tutored by some of the finest authors in the UK and beyond. With workshops and one to one tutorials, our courses provide an atmosphere that enables writers to fully immerse themselves in their writing. The centre also offers writing retreats providing time and space, free from distractions, where writers can be part of a nurturing community. Other support offered by Moniack Mhor includes awards, bursaries, professional residencies, international residencies and a programme for young writers. <https://www.moniackmhor.org.uk/>



The organisation is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland. The aims of Moniack Mhor are –

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high-quality creative writing learning experiences in a supportive, unique and inspirational setting.
- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the writing process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.

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## Moniack Mhor Job Description

**Job Title:** Centre Host and Cook  
**Responsible to:** Centre Director, Centre Manager

### Responsibilities

This role is primarily concerned with supporting the catering at Moniack Mhor including the management, planning and preparation of creative and delicious meals and snacks. The Centre Host and Cook will work closely with the Centre Assistant to ensure that the practical needs of our visiting tutors, readers and participating writers are met and to strive to deliver high-quality food provision at all times. The setting at Moniack Mhor is nurturing and homely and this role is vital in making all residents and visitors feel welcomed, nourished and well supported. It is an opportunity to work in a holistic way, incorporating the use of homegrown and seasonal food. Working closely with the larger team, the Centre Host and Cook will also support the wider domestic needs and activity of the centre to ensure that courses run smoothly on a day-to-day basis.

The Centre Host and Cook's primary duties will be –

1. Preparation of fully catered service for visiting writers including breakfast, lunch, dinner, snacks and any other sundries that enhance service at Moniack Mhor
2. Planning and presentation of all menus, snacks and beverages using good-quality and, where possible, seasonal and locally supplied food
3. To understand dietary requirements, be willing to engage with participants surrounding these matters prior to their arrival and to ensure the availability to meet those requirements
4. Monitoring and developing food systems that aid the smooth running of courses including stock taking and ordering of weekly food supplies, considering systems that minimise wastage
5. Acting as a host to the tutors, readers and course members and ensuring the safety, security and comfort of all visitors. Actively engaging with participants socially during residential weeks and providing for their needs as far as possible by setting a nurturing, welcoming atmosphere for all. At all times, being prepared to respond to simple practical requests or passing on information to wider hosting team including the Centre Manager and Centre Director.
6. Taking lead responsibility for food hygiene and taking shared responsibility for Health and Safety, Security, Fire Safety, Food Hygiene, and First Aid at the centre, in compliance with all legal requirements and best practice. Undertaking any

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necessary training to ensure the highest standards are maintained. Please note, extra measures will be in place as per our Covid-19 risk assessment and these must be strictly adhered to and implemented at all times

7. Ensuring that produce grown at the centre is fully embraced in recipes and working closely with the wider team to maximise the opportunities provided by the garden for food provision. Active involvement in the practical side of the garden is encouraged, where and when possible
8. Referring any essential property/grounds repairs discovered through day-to-day role
9. Maintain the kitchen in an organised, clean, safe and hygienic condition at all times. Complete clean up after each meal (i.e. dishes, countertops etc). Regular checking of equipment as required and planning of repairs and replacements.
10. Responsible for any other necessary daily domestic duties to ensure high standards of accommodation
11. Helping to direct the work of the Centre Assistant, making sure they are well supported, well organised and actively involved in delivering creative, nourishing and nurturing catering at the centre
12. Being prepared to adapt to changing responsibilities due to Covid-19 and organisational change and to carry out any duties as may be reasonably required by the company's management

### Working arrangements

Hours Per Week	20 hours  One-year contract with the possibility of a longer-term contract.
Working Pattern	Hours will be worked over two longer days, for instance 10.30am – 8.30pm to ensure consistency of service whilst all Covid-19 enhanced procedures are in place. Working pattern to be reviewed on a regular basis.
Salary	£23,000 - £26,000 FTE pro rata. Actual role is based on 20 hours per week

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## PERSON SPECIFICATION

### Essential

- Interest in and enthusiasm for creative writing (as a reader, a writer or both) and an enthusiasm for the work of Moniack Mhor
- Demonstrable experience within a hospitality environment
- Experience of working in a front-facing customer service environment
- Full range of food management skills including menu planning and food preparation, including home baking
- A keen interest in and creative, nurturing approach to food provision
- Computer literate with a good working knowledge of Microsoft Word, Excel and Outlook
- Sociable and good communication skills with a keen awareness of the needs of others in order to provide a high level of support to both participating writers and tutors. Must be willing to adopt a lower profile when environment requires this
- The ability to be self-motivated and efficient with the ability to work effectively to changing deadlines
- The ability to monitor and control multiple activities, at all times ensuring attention to detail and demonstrating high levels of customer service
- Flexible and adaptable approach to work
- A good listener with a positive, creative and caring attitude
- The ability to work as part of a small team

### Desirable

- Experience of work within a literature, arts or education environment
- A keen interest in sustainable food practices and an awareness of environmental sustainability
- An interest in gardening for food production
- A solid understanding and experience of working/developing strong food hygiene practices
- Experience of working face-to-face with people of differing ages and from a wide variety of backgrounds
- Up-to-date Food Hygiene certificate (eg REHIS Elementary Food Hygiene Certificate) – training will be provided if not

This role is based at Moniack Mhor, Teavarran, Kiltarlity, Inverness-shire, IV4 7HT

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## How to apply

To apply for the role, please email a covering letter and up-to-date CV with the title 'Centre Host and Cook' to [jobs@moniackmhor.org.uk](mailto:jobs@moniackmhor.org.uk) to arrive no later than 5pm on 15<sup>th</sup> April 2021.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form on the Job Opportunities page of our website. This is voluntary.

<https://www.moniackmhor.org.uk/about-moniack-mhor/job-opportunities>

You will be notified by telephone if your application has been successful and candidates will be invited to attend an interview via zoom during the week of the 26<sup>th</sup> April.

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