

### Role Profile

<b>Job title</b>	Catering Assistant	<b>Salary:</b>	Up to £10.55 an hour
<b>Reporting to:</b>	Catering Supervisor	<b>Holidays:</b>	33 days including bank holidays (pro- rata)
<b>Location:</b>	Unitas Youth Zone Burnt Oak, Barnet	<b>Hours:</b>	Up to 20 hours per week, evenings and weekends. <b>*Multiple positions available</b>
<b>Key Relationships:</b>	Catering Supervisor, Facilities Coordinator, Business Administration Manager, Youth Zone staff, External Stakeholders, Young People, Parents, Visitors.		

**Key Dates and application details:** Interview dates: tbc  
To apply, please complete the Sessional application form, which can be found on our website. Your completed form should be sent by email to Unitas Youth Zone’s Business Administration Manager at [applications@unitasyouthzone.org](mailto:applications@unitasyouthzone.org)

#### Job Purpose:

Unitas Youth Zone is open to young people 7 days a week, evenings and weekends and as such, Unitas will become a second home to many young people. The café and canteen area are an essential part of Unitas Youth Zone’s offer to young people and as the catering assistant, you will play a key role in cooking inspiring and healthy dishes to serve to young people, as well as providing a warm and welcoming environment.

#### Context to post

Onside Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Unitas, opening in Summer 2019, will be no exception, and is part of the OnSide network of Youth Zones.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country’s future

prospects. It is this paradox that lies at the heart of OnSide's drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give young people affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Unitas Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week including school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6.5 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

Find out more by watching ....

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=sZCMoDYEfTQ>

.....it might just change your life!

### **Duties and Responsibilities - General**

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, external partners, members and the general public
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity.
- Be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of Unitas Youth Zone members is promoted and safeguarded. Report any child protection and safeguarding concerns to the designated safeguarding lead, following the safeguarding policies and procedures (training to be provided)
- To assist with any promotional activities and visits that take place at the Unitas Youth Zone
- To actively promote Unitas Youth Zone and positively contribute towards increasing Youth Zone membership

### **Duties and Responsibilities – Detailed**

- To undertake the preparation of food and beverages served in the café area
- To undertake the preparation and delivery of food and beverages for events, internal meetings and room hires
- To serve food and beverages to Unitas Youth Zone members, ensuring they receive a great level of customer service

- To assist with the production and costing of menus
- To comply with stock control procedures
- Ensure all kitchen equipment is regularly cleaned, reporting any faults/repairs required
- Ensure all Health and Safety and Environmental Health requirements are adhered to, namely:
  - Reporting of all equipment not working properly
  - Reporting of any health and safety issues
  - Compliance with food hygiene regulations
  - Ensuring food is stored correctly and at correct temperatures
  - Recording temperatures on delivery of all high-risk food and prior to service, where applicable
- To assist with the ordering and control of all stock
- Cash handling in line with Unitas financial procedures
- Maintaining a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas
- Clearing tables and washing up
- Undertake such other additional duties which may result from changing circumstances
- Carry out any other reasonable duties as requested by management

### Person Specification

<b>Selection Criteria*</b> A = Application Form I = Interview T = Test/Personality Profile	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of working in a catering environment	Essential	A & I
Knowledge of Health, Safety and Environmental issues	Essential	A & I
Experience dealing with customers, including young people	Essential	A & I
Experience of cash handling	Desirable	A & I
<b>Qualifications</b>		
Basic Food Hygiene Certificate	Essential	A
NVQ Level 3 Catering or other recognised Catering qualification	Desirable	A
Advanced Food Hygiene Certificate	Desirable	A
<b>Skills</b>		
Ability to communicate clearly and follow instructions	Essential	A & I
Ability to prioritise work and manage time effectively	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to organise tasks and priorities work	Essential	A & I
<b>Special Requirements</b>		
A willingness to work unsociable hours, during evenings and weekends is required	Essential	A & I
A willingness to work additional hours to cover events, holidays and staff absence	Essential	A & I

Enhanced DBS clearance. Commitment to Safeguarding children	Essential	A & I
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\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

The strength of the Onside Network and Unitas Youth Zone is the diversity of its people; We place huge value on different people doing things in different ways and we welcome applications from non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.


**For information regarding how OnSide Youth Zones processes your data, please click here:** <https://www.unitasyouthzone.org/privacy-policy/>

**ON  
SIDE**

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## ON SIDE YOUTH ZONES NETWORK VALUES

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**YOUNG PEOPLE FIRST**

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

### EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.




**RESPECT**

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



### AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

**COLLABORATIVE**

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



