|  |  |
| --- | --- |
|   | **Role Profile**  |
| **Job title:**  | Catering Supervisor **Salary:** Up to £24,000 |
| **Reporting to:****Responsible for:**  | Business Administration **Holidays:** 33 days includingManager Bank holidays Catering Assistants |
| **Location:**  |  Unitas Youth Zone, **Hours:** 40 hours Burnt Oak, Barnet includingweekends and evenings)  |
| **The Person:**  | We are looking for someone who is passionate about the health and wellbeing of young people and can use their catering and management skills to ensure all young people who attend Unitas Youth Zone have access to affordable, healthy and varied meals.  |
| **Key** **Relationships:**  | Business Administration Manager, Head of Youth Work, Volunteer & Training Manager, Other Youth Zone staff, OnSide, External Stakeholders, Young People, Parents, Visitors, Facilities Coordinator  |
| **Key Dates:**  | Closing date: 12pm 4th March 2019Interview date: 18th March 2019 |

**Job Purpose:**

Unitas Youth Zone is open to young people 7 days a week, evening and weekends and for some young people, Unitas will be a second home. The café and canteen area is an essential part of the offer to young people and will be a warm and welcoming place for all. As the catering supervisor, you will not only develop, manage and deliver an inspiring and healthy catering offer, but also one which is ethnically diverse, reflecting the tastes and needs of Unitas Youth Zone members. You will demonstrate a commitment to minimising food waste, alongside developing ethical food sustainability practices within the scope and capabilities of the role.

Ensuring affordability for young people is key, so creativity and cost management is an important aspect of the role.

**Context of the 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, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
* Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

**Duties and Responsibilities – Detailed**

* To lead the catering provision, ensuring that the café is an integral part of the Youth Zone offer and contributes to the support and development of young people.
* To undertake and supervise the preparation of food and beverages served in the café area as well as for events, internal bookings and room hire
* Produce and cost menus, within budget and with support from the Business Administration Manager
* To create stock control procedures and ensure they are adequate, up to date and adhered to
* To serve food and beverage to Youth Zone members, ensuring they receive a great level of customer service
* With support from the Business Administration Manager, to arrange and manage staffing rotas for the café including staff holidays and leave
* With support from the Business Administration Manager, to record catering performance against key indicators, such as number of meals served and weekly profit
* Maintain a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas, recording all cleaning
* Ensure the reporting of any faults/repairs required
* Ensure all Health and Safety and Environmental Health requirements are adhered to, namely:-
1. Reporting of all equipment not working properly
2. Reporting of any health and safety issues
3. Compliance with food hygiene regulations, in particular ensure food is stored correctly and at correct temperatures; and record all high-risk food temperatures on delivery and prior to service
* Ordering and control of all stock, including identifying alternative suppliers
* Cash handling and the subsequent financial administration in line with Unitas Youth Zone’s financial procedures
* Clearing tables and washing up
* Carry out any other reasonable duties as requested by management

**Application Process:**

To apply for this post and for further information about Unitas Youth Zone please visit our website at

<https://www.unitasyouthzone.org/get-involved/vacancies/> and complete the application form.

**In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Selection Criteria\*** A = Application Form I = Interview T = Test/Personality Profile  | **Essential or Desirable**  | **Method of Assessment**  |
| **Experience**  |
| Experience of working in a catering environment  | Essential  | A & I  |
| Experience dealing with customers  | Essential  | A & I  |
| Knowledge of Health, Safety and Environmental issues  | Essential  | A & I  |
| Experience planning and costing a menu  | Essential   | A & I  |
| Experience of cash handling  | Essential  | A & I  |
| Experience of stock control and ordering  | Essential  | A & I  |
| Experience planning and providing healthy meals including nutritional information  | Desirable  | A & I  |
| Experience of supervising catering provision  | Desirable  | A & I  |
| **Qualifications**  |   |   |
| Basic Food Hygiene Certificate  | Essential  | A  |
| NVQ Level 3 Catering or other recognised Catering qualification  | Desirable  | A  |
| Advanced Food Hygiene Certificate  | Desirable  | A  |
| **Skills**  |   |   |
| 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 small team of staff  | Essential  | A & I  |
| Ability to communicate clearly and effectively with a wide range of people and relate well to young people  | Essential  | A & I  |
| **Knowledge**  |   |   |
| A wide ranging repertoire of meals for young people  | Essential  | A & I  |
| A basic understanding of nutrition  | Desirable  | A & I  |
| **Special Requirements**  |   |   |
| 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  |
| DBS clearance and committed to Safeguarding children  | Essential  | A & I  |

\*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.

**Application Process**

To apply for this post and for further information about Unitas Youth Zone please visit our website at

<https://www.unitasyouthzone.org/get-involved/vacancies/> and complete the application form.

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

