

Role Profile

Job title:	Catering Supervisor	Salary:	Up to £24,000
Reporting to:	Business Administration Manager	Holidays:	33 days including Bank holidays
Responsible for:	Catering Assistants		
Location:	Unitas Youth Zone, Burnt Oak, Barnet (evenings)	Hours:	40 hours including weekends and

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

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.

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

ON SIDE YOUTH ZONES NETWORK VALUES



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.

