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| **Role Profile** | |
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| **Job title** | Catering Assistant | **Salary:** | £10.55 an hour |
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| **Reporting to:** | Chef Manager | **Holidays:** | Entitlement of 14% of hours accrued |
| **Location:** | Unitas Youth Zone  Burnt Oak, Barnet | **Hours:** | Sunday 1100 – 1400 and 1500 - 1900. |

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| **Key**  **Relationships:** | Chef Manager, Facilities Coordinator, Business Administrator Manager, Youth Zone staff, External Stakeholders, Young People, Parents, Visitors. |

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| **Key Dates and application details:** | **Closing date: 15th October 2019**  **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, in the absence of a Chef Manager on a Sunday. We are looking for someone with Commi Chef experience to ensure safe catering practices as well as providing a warm and welcoming environment in the café for all.

**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**

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| **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 |
| 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 |
| **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 priorities work | Essential | 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 |

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| Enhanced DBS clearance. Commitment 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.

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

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