

## Role Profile – Café and Catering Assistant

<b>Job title</b>	Unicafé Assistant	<b>Salary:</b>	£11.95 per hour (London Living Wage)
<b>Reporting to:</b>	Catering Coordinator	<b>Holidays:</b>	33 days including bank holidays (pro-rata)
<b>Location:</b>	Unitas Youth Zone, 76 Montrose Avenue, London, HA8 0DT	<b>Hours:</b>	Between 9 and 26 hours per week (evening, and weekends) <b>*Multiple positions available</b>
<b>The Person:</b>	Are you passionate about young people and promoting a healthy balanced lifestyle? Unicafé is an essential part of the youth zone offer, and as a Unicafé assistant you will play a key role, cooking healthy and delicious dishes which inspire young people and encourage them to try new things, as well as provide a warm and welcoming environment to all young people, whilst serving tuck		
<b>Key Relationships:</b>	Catering Coordinator, other Unicafé Assistants, Session Leads, other sessional workers, office staff, young people		

### Job Purpose:

Unitas offers both a nutritious hot meal and a tuck shop service (including slushies) on every session that we run (nine a week, plus lunchtimes during the school holidays). Whilst the Catering Coordinator cooks the food, the Unicafé Assistants serve the food and are integral to the successful operation of Unicafé. You will be responsible for food hygiene, using the EPOS machine to manage stock, serving food, interacting with young people, washing up and keeping the kitchen clean, doing relevant paperwork and cashing up. Depending on the rota and your own cooking abilities, there may also be opportunities for you to teach cooking to young people directly in our training kitchen.

### Context of the post:

Barnet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open 7 days a week, all year round, with the purpose of supporting young people to become happy, healthy, and successful adults.

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 vision is to unite young people to fulfil their full potential. The state-of-the-art £6.5 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain new experiences.

### 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 reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- 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 Safeguarding Leads 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
- To always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
- To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

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

- To undertake the preparation of food and beverages served in the café area as well for events, internal meetings and room hire
- To serve food and beverage to Youth Zone members, ensuring they receive a great level of customer service
- To assist with the production of 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 of all high-risk food temperatures on delivery and prior to service, if applicable
- To assist with the ordering and control of all stock
- Cash handling in line with Unitas financial procedures
- Maintain 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
- To 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>
Experience of working in a catering environment	Essential
Knowledge of Health, Safety and Environmental issues	Essential
Experience dealing with customers	Essential
Experience of cash handling	Desirable
<b>Qualifications</b>	

Level 2 Food Hygiene Certificate	Essential
NVQ Level 3 Catering or other recognised Catering qualification	Desirable
Advanced Food Hygiene Certificate	Desirable
<b>Skills</b>	
Ability to communicate clearly and follow instructions	Essential
Ability to prioritise work and manage time effectively	Essential
Ability to work on own initiative and as part of a team	Essential
Ability to organise tasks and priorities work	Essential
<b>Special Requirements</b>	
A willingness to work unsociable hours during evenings and weekends is required	Essential
A willingness to work additional hours to cover events, holidays, and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential

Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an enhanced DBS check. The strength of the OnSide Network of 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 what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.