

## Role Profile – Catering & Café Assistant

<b>Job title</b>	Unicafé Assistant	<b>Salary:</b>	£10.75 per hour
<b>Reporting to:</b>	Facilities Manager	<b>Holidays:</b>	33 days including bank holidays (pro-rata)
<b>Location:</b>	Unitas Youth Zone	<b>Hours:</b>	Up to 20 hours per week available
<b>Job Purpose:</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>	Core Management team, Youth Work Managers, OnSide, External Stakeholders, Young People and Parents.		

### 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 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 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.

### 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 and uphold our organisational values
- 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
- Follow all policies and procedures, with 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 aid 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 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
- 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.

<b>Unitas Values:</b>
<b>Young People First:</b> We will show an absolute determination to unite young people in order to help them raise their aspirations and fulfil their potential.
<b>Be the Best Version of you:</b> We want everyone associated with Unitas to be the best they can be, to never settle for 'just enough' or 'second best' and to constantly strive to do more and to challenge each other for more.
<b>Integrity:</b> We want everyone associated with Unitas to act with integrity, to be honest and open, and to respect each other and the youth zone environment.
<b>#Oneteam:</b> All those associated with Unitas will display a willingness to work together and to form positive and collaborative relationships that strive for the best possible outcomes for young people.
<b>Dream Big:</b> We will support young people to achieve their goals helping them see that they can be whoever they wish to be and that they can have some fun along the way in a safe and nurturing environment.

YOUR VOICE.  
YOUR POWER.  
YOUR UNITAS.

# UNITAS 2.0

YOUNG PEOPLE FIRST // #ONETEAM // DREAM BIG // INTEGRITY // BE THE BEST VERSION OF YOU

UNITAS	UNITAS COMMUNITY OUTREACH	UNITAS SATELLITE	UNITAS MENTORING	UNITAS YZ AT HOME (DIGITAL)
<ul style="list-style-type: none"><li>• Capped sessions in line with guidance</li><li>• Bookable activity</li><li>• Invite only</li><li>• Community partners</li><li>• Holiday Club</li></ul>	<ul style="list-style-type: none"><li>• Montrose Park - fitness, art, dance, open air drama, mentoring</li><li>• Walking Bus</li><li>• Local parks</li><li>• Engaging young people through street based activity</li><li>• Trips &amp; Treats - bowling, meals out</li></ul>	<ul style="list-style-type: none"><li>• Community spaces</li><li>• Children's centres?</li><li>• Local Authority hubs</li><li>• Working collaboratively with local partners and at their venues</li><li>• After School Clubs</li></ul>	<ul style="list-style-type: none"><li>• 1:1 support</li><li>• Borough wide</li><li>• Meet in neutral spaces like local cafes and restaurants</li></ul>	<ul style="list-style-type: none"><li>• Timetable weekly content</li><li>• UniCafe</li><li>• Peer to peer</li><li>• Tik Tok</li><li>• Insta</li><li>• Snapchat</li></ul>

← **YOUTH VOICE / SEND / VOLUNTEERING / AMBITIONS / TRAINEESHIPS** →

*PPE - Risk Assessment - Social Distancing - Staff Bubbles - Salesforce - Review*