

ROLE PROFILE

JOB TITLE:	Cook/Assistant Caterers	SALARY:	£8.72 per hour
REPORTING TO:	Catering Supervisor	HOLIDAYS:	33 days pro rata including bank holidays
LOCATION:	HideOut Youth Zone	HOURS:	Various (evenings and weekends, typically 10-15 per week)
KEY RELATIONSHIPS:	Young people, Catering Supervisor and HideOut Youth Zone staff, volunteers, partners and stakeholders		

MAIN PURPOSE:

The brand new HideOut Youth Zone will be open for young people (aged 8 to 19 years, up to 25 for those with additional needs) 7 days a week, evenings and weekends all year round, and for some young people HideOut will be a second home. The café area is an essential part of the offer for young people and our team of Catering Assistants will play a key role, cooking inspiring and healthy dishes for our members as well as proving a warm and welcoming environment to all.

CONTEXT OF POST:

Manchester is a growing global City with a population of circa 550,000 people, including an estimated 140,000 children and young people aged 0-19 years old. The city has faced significant cuts to its youth and play services over the past decade and with rising disproportionate child poverty rates when compared nationally, children and young people need universal services that empower them, aid their personal and social development and provide positive opportunities more than ever. Manchester is bringing key cross sector stakeholders together including business, public and third sector leaders to develop and sustain a new world class Youth Zone in East Manchester.

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. They are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. HideOut Youth Zone (opening in Spring 2020) will be no exception and is part of the OnSide network of Youth Zones.

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.

HideOut 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 £6.6 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, gym, sports hall and recreation area, and dance, arts, music and media suites.

DUTIES & RESPONSIBILITIES – CATERING

- 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 HideOut 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 HideOut’s 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 the Senior Leadership Team

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 HideOut Youth Zone and OnSide
- Represent HideOut 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
- 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.

PERSON SPECIFICATION

Good candidates for this role will possess the following skills, knowledge, experience and personality.

Selection Criteria* A = Application Form I = Interview	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	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
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.

ADDITIONAL INFORMATION

The role is part-time and based at HideOut Youth Zone, 1 Queens Avenue, Gorton M12 5PX.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

We place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how HideOut Youth Zone and OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

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.

