

Role Profile

Job title	Catering Assistant x 2
Salary	£10.85ph / up to 18 hours per week
Reporting to:	Catering Manager & Business Administration Manager
Location:	Legacy Youth Zone, Croydon
Key Relationships:	Chief Executive Officer, Business Administration Manager, Catering Manager, Facilities Officer, Youth Zone Staff, Young People, Duty Managers, Parents

Job Purpose:

To provide catering support to the catering manager in the BIG Love Kitchen, serving on our tuck shop, assisting with preparing and serving food.

Duties and Responsibilities:

- To undertake the preparation of food and beverages served in the café / tuck area
- To serve food and beverages to Legacy 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 Legacy 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
- Any other duties that may be required

Person Specification

Selection Criteria*	Essential / Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
Experience of working in a catering environment	Essential	A & I
Knowledge of Health, Safety and Environmental issues	Essential	A & I
Working in an environment that involves dealing with the public	Desirable	A & I
Food Hygiene Certificate	Desirable	A & I
Experience of working with young people	Desirable	A & I
Qualifications		
Food Hygiene Certificate L2	Essential	A
Health and Safety Certificate L2	Essential	A
Skills		
Excellent written and verbal communication skills	Essential	A & I
Excellent organisational, communication and interpersonal skills	Essential	A & I
Willingness to support the Youth Work team in ensuring a safe, fun and welcoming environment for all young people	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Excellent timekeeper	Essential	A & I
Knowledge		
Knowledge of the issues which effect young people and safeguarding	Desirable	A & I
Personal Attributes		
A willingness to work unsociable hours when required	Essential	I
Satisfactory DBS clearance and committed to safeguarding children	Essential	A & I
Flexible a willingness to cover events, holidays and staff absence	Essential	A & I

The strength of the OnSide Network and Legacy 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. Legacy 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.onsideyouthzones.org/applicant-privacy/>

Legacy 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.

Application Process

Please complete the application form and send to recruitment@legacyyouthzone.org, together with

1. details of your current or most recent remuneration package and notice period;
2. any reasonable adjustments we can make to assist you in your application or the selection process.

Closing date for applications:

Midnight 10th January

Interview day:

To Be Confirmed



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.

