

Legacy

An OnSide Youth Zone

ROLE PROFILE

PART TIME EVENING COOK

LEGACY YOUTH ZONE



ROLE PROFILE

POST:

Youth Zone Evening Cook

SALARY:

£15 per hour

HOURS – PART TIME TUESDAY TO FRIDAY

Tuesday 4pm – 8pm

Wednesday 5pm - 9pm

Thursday 4pm - 8pm

Friday 5pm -9pm



REPORTING TO:

Youth Work Operations Manager

BENEFITS:

33 days annual leave (pro-rata), inclusive of bank holidays pro-rata; free gym access; Employee Assistance Programme; free staff meals during sessions; discounted holiday club for dependants on working days; paid birthday off upon successful probation period

KEY RELATIONSHIPS:

Operations Manager, Youth workers/staff, Young People, Duty Managers

MAIN PURPOSE:

The purpose of this position within the Youth Zone is to prepare, cook, and serve nutritious, affordable, and diverse meals for up to 130 young people during weekday evening youth sessions 4 nights a week. At the heart of this work is the Big Love Kitchen, a central space within the Youth Zone that brings young people together through food. The post holder will also be responsible for maintaining a clean, safe, and hygienic kitchen environment, including clearing and washing dishes, and ensuring that all equipment, surfaces, and storage areas are cleaned and maintained in line with food safety standards.

As this role will require staff to engage with young people up to the age of 25, applicants for this role must be over the age of 21.

KEY RESPONSIBILITIES:

Meal Preparation & Cooking

- Prepare and cook healthy, tasty, and diverse meals for young people in line with menu plans.
- Ensure all meals are prepared safely, efficiently, and served at the correct temperature.
- Monitor portion sizes and manage food stock to minimise waste.
- Plan menus throughout the term

Service & Catering Support

- Serve meals to young people and staff during sessions.
- Assist with simple tuck shop or snack preparation as required.
- Ensure food is presented in an appealing and hygienic manner

Kitchen Hygiene & Food Safety

- Wash up, clear dishes, and maintain cleanliness of all kitchen surfaces, equipment, and utensils.
- Follow strict food hygiene, health, and safety procedures at all times.
- Monitor kitchen equipment and report any maintenance issues promptly.
- Dispose of waste responsibly and maintain tidy storage areas.
- Ensure all kitchen equipment is regularly cleaned, reporting any faults
- Cleaning as you go
- Maintain proper storage and labelling

General Responsibilities

- Adhere to Legacy Youth Zone policies and procedures, including health and safety and safeguarding protocols.
- Support a safe, welcoming, and organised kitchen environment for all staff and visitors.
- Be a role model for young people and present a 'can-do' attitude
- Take responsibility for one's actions
- Represent Legacy Youth Zone positively in all dealings with colleagues and external partners
- Manage and process cash following the Youth Zone's financial procedures.
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity
- Carry out any other reasonable duties as requested by Senior Management

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge, and attributes.

SELECTION CRITERIA	
EXPERIENCE	
Experience of working in a catering environment or running your own catering business, including food preparation, stock management, and maintaining high standards of hygiene and food safety	Essential
Experience working as a cook within educational settings such as nurseries, schools, or colleges.	Essential
Knowledge of health and safety requirements within a kitchen environment, including food hygiene, safe food handling, and maintaining a clean and compliant workspace	Essential
Working in an environment that involves interacting with the public, including young people, and providing a welcoming and safe experience for all.	Essential
Food Hygiene Certificate & Health & Safety L2 Certificate(training provided)	Desirable
SKILLS, KNOWLEDGE, AND ATTRIBUTES	
Excellent organisational, communication, and interpersonal skills, with the ability to manage kitchen tasks efficiently and work effectively with colleagues, young people	Essential
Ability to work on own initiative and as part of a team	Essential
An understanding of safeguarding principles and the importance of maintaining a safe environment for young people within the Youth Zone (training provided)	Desirable
Punctual and reliable, with a clear appreciation of the importance of timely attendance.	Essential
OTHER REQUIREMENTS	
A flexible approach, with a willingness to work occasional overtime to cover holidays, staff absences, and participate in weekend events and holiday club provision	Desirable
Enhanced DBS clearance (will be provided and paid for by Legacy) and committed to Safeguarding children	Essential
Committed to the values and mission of Legacy Youth Zone, and able to consistently demonstrate these in practice	Essential

APPLICATION PROCESS

If you're enthusiastic about this role but don't meet every requirement in the person specification, we still encourage you to apply and show how your skills and experience are transferable. You may be exactly the right candidate for our kitchen team. To apply, please complete the online application process (submitting a cover letter and CV), which can be found through our website or by [clicking here](#). Please inform us if there are any reasonable adjustments we can make to assist you in your application or the selection process.

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Manager will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how Legacy processes your data, go to <https://legacyyouthzone.org/privacypolicy/>

ABOUT US

Croydon Youth Zone, named "**Legacy**" by local young people, was the third Youth Zone in London, opened by the national charity **OnSide** in September 2019. Like all OnSide Youth Zones, Legacy exists to give young people somewhere to go, something to do, and someone to talk to – it's all about opportunity.

Legacy's state-of-the-art £6.5 million building on Whitehorse Road provides young people with access to a wide range of activities, helping them try new things, make new friends, and receive support from friendly, positive staff and volunteers. Facilities include a 3G pitch, gym, sports hall, recreation area, and dedicated dance, arts, music, and media suites. These spaces are equipped for a broad range of sporting, artistic, cultural, and recreational activities, as well as targeted support services.

To access Legacy Youth Zone, young people aged 8–19 (or up to 25 with additional needs) simply pay 50p per visit and a £5 annual membership.

OUR 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 the 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.



AMBITION

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.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

