

Role Profile

Job title	Catering Supervisor	Salary:	Up to £22,500
Reporting to:	Business Administration Manager	Holidays:	33 days including bank holidays
Location:	Future, Barking and Dagenham Youth Zone	Hours:	40 hours (Will include some weekend and evening work)
The Person:	<p>Passionate about the health and wellbeing of young people? Do you want to put your catering and management skills to good use to change the lives of young people? You will be passionate about ensuring all young people who attend the Youth Zone have access to a health, nutritious and affordable meal.</p>		
Key Relationships:	<p>Business Administration Manager, Head of Youth Work, Volunteer & Training Manager; Other Youth Zone staff, OnSide, External Stakeholders, Young People, Parents, Visitors, Facilities Officer</p>		
Key Dates:	<p>Closing date 9 AM 15th January 2019, Interviews week commencing 21st January 2019. To apply please complete the application form found on our website</p>		



Job Purpose:

Future Youth Zone is open to young people 7 days a week, evening and weekends and for some young people Future will be a second home. The café and canteen area is an essential part of the offer to young people and as the catering and café supervisor you will develop, manage and deliver the catering provision at the Youth Zone, ensuring young people have access to inspiring and healthy dishes and the café is warm and welcoming to all you people. Ensuring affordability for young people is key, so creativity and cost management will be an important aspect of the role.

Context of the post:

Barking and Dagenham Youth Zone, named “Future” by local young people will be the first Youth Zone in London opened by the national charity, OnSide. Opening to young people in Spring 2019. This is an exciting and unique opportunity to join the delivery team pre-opening and play your part in history, shaping opportunities and Youth Work for London’s young people.

Future, like all OnSide Youth Zone’s exists to give all 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, at weekends and during school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults.

Future’s state-of-the-art £6.5 million building on Parsloes Park, 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, a gym, sports hall and recreation area, and dance, arts, music and media suites seven days a week, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership.

Find out more by watching

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=Q3fFHKXV7ZQ>

<https://www.youtube.com/watch?v=sZCMoDYeFTQ>

.....it might just change your life!

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 Future Youth Zone and OnSide
- Represent Future 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
- Represent Future 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 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

Duties and Responsibilities – Detailed

- To lead the catering provision, ensuring that the café is an integral part of the Youth Zone offer and contributes to the support and development of young people.
- To undertake and supervise the preparation of food and beverages served in the café area as well as for events, internal bookings and room hire
- Produce and cost menus, within budget and with support from the Administration Manager
- To create stock control procedures and ensure they are adequate, up to date and adhered to
- To serve food and beverage to Youth Zone members, ensuring they receive a great level of customer service
- With support from the Administration Manager, to arrange and manage staffing rotas for the café including staff holidays and leave
- With support from the Administration Manager, to record catering performance against key indicators, such as number of meals served and weekly profit
- Maintain a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas, recording all cleaning
- Ensure the reporting of 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, in particular ensure food is stored correctly and at correct temperatures; and record all high risk food temperatures on delivery and prior to service
 - Ordering and control of all stock, including identifying alternative suppliers
 - Cash handling and the subsequent financial administration in line with NAME Youth Zone financial procedures
 - Clearing tables and washing up
 - Carry out any other reasonable duties as requested by management

Person Specification

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Experience of working in a catering environment	Essential	A & I
Experience dealing with customers	Essential	A & I
Knowledge of Health, Safety and Environmental issues	Essential	A & I
Experience planning and costing a menu	Essential	A & I
Experience of cash handling	Essential	A & I
Experience of stock control and ordering	Essential	A & I
Experience planning and providing healthy meals including nutritional information	Desirable	A & I
Experience of supervising catering provision	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 small team of staff	Essential	A & I
Ability to communicate clearly and effectively with a wide range of people and relate well to young people	Essential	A & I
Knowledge		
A wide ranging repertoire of meals for young people	Essential	A & I
A basic understanding of nutrition	Desirable	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

The strength of the OnSide Network of Future 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. Future 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/>

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.

