



An **OnSide** Youth Zone

## Role Profile

**Post:** Café and Catering Coordinator

**Hours:**

Permanent contract of up to 15 hours per week to include preparation time to serve food on a Monday and Thursday evening (café to be open 5.30pm to approx. 7pm) and Saturday mornings (café to be open from approx. 11.30-12.30pm)

Preparation time can be completed at times to suit the candidate.

This is a role we are looking to develop, so more evenings/ hours may be available longer term.

Additional day time hours may be available during the school holidays and at cover periods.

**Salary:** £13.34 per hour (equivalent to £27,671 FTE pro rata)

**Overall aim of position:**

*To manage, develop and deliver a high-quality food offer in our Youth Café, so young people have regular access to warm, nutritious and affordable meals.*

The 'Core Café', as the name suggests, is at the heart of the Youth Zone, and a gathering place for our members during their evening and Saturday daytime Youth Clubs. Since we opened our doors in 2011, young people have been able to access a hot meal at the Youth Zone for a £1 contribution, and free during funded campaigns and holiday periods. Our compact catering kitchen provides the facilities we need to prepare, make and serve food straight from the Youth Zone, and affords a unique opportunity to cater directly to young people who can in turn practice their skills in ordering, budgeting and making food choices.

**Main duties and responsibilities of the role:**

- Plan and co-ordinate our food offer, taking account of the ideas and views of young people, to ensure a hot, nutritious meal is available during each Youth Club we run
- Cater on assigned Youth Club sessions, directly preparing, cooking and serving food
- Prepare food and menu plans for other café staff to serve on other evenings sessions
- Responsibility for the regulatory requirements of our food offer, including maintaining our 5 star food hygiene rating and fulfilling health and safety standards
- Responsibility for financial planning and stock control, and delivering our food offer within the assigned budget
- Building relationships with suppliers and partners to ensure we can deliver the best quality food for the best affordable price for our young people
- Working as part of the Delivery Team, and overseeing the contribution of team members and Young Leaders in the café as required
- Contribute to welcoming all members and visitors to the Core Café, ensuring a warm and friendly environment is maintained, including promoting and upholding an inclusive culture
- Supporting the Youth Work team develop a cook and eat food programme from our Training Kitchen

- Follow all policies and procedures as required by the organisation including Safeguarding and Health and Safety

### **The Successful Candidate**

As the only Youth Zone in Cumbria, this is a unique and special role. The post holder will relish the opportunity to bring their experience and knowledge of the catering industry right in to the heart of the Youth Zone, and directly to our cities young people.

The post holder will be an excellent communicator and builder of relationships, well organised and with initiative and enthusiasm. They will have high standards, not only in food hygiene and cleanliness, but also in the quality of food that is produced and in the environment in which it is delivered.

The post holder will have adequate administration and finance (till reconciliation) skills, and an eagerness to learn on the job. Training is available on all areas and systems we use.

The post holder will recognise that we are a space for young people and that we need to listen to young people and develop our food and catering offer with and for them. They will be committed to demonstrating our collective value, understanding and aspirations for young people in our community, acting as a role model for all young people they come into contact with.

### **PERSON SPECIFICATION**

<b>Essential or Desirable</b>	
<b>Experience</b>	
Experience of customer service with a wide-ranging audience	Essential
Experience of working independently in a fast-paced catering and serving environment	Essential
Experience of using food creatively and working to budgets	Essential
Experience if day-to-day administration and finance work (till reconciliation)	Essential
Experience of working with young people	Desirable
<b>Qualifications</b>	
A minimum of level 2 food hygiene, with a willingness to gain level 3	Essential
<b>Skills</b>	
Able to work as part of a team and under own initiative	Essential
Able to plan and evaluate you own work schedules and navigate competing demands with flexibility	Essential
Able to communicate confidently and build effective relationships with young people, parents, team members and members of the public	Essential
Flexibility and adaptability to deliver work within a framework that promotes inclusion	Essential
High levels of integrity and trustworthiness.	Essential
<b>Knowledge</b>	
An understanding of the issues affecting young people’s lives	Essential
Knowledge of health and safety and safeguarding (supported by ongoing training and development)	Essential
<b>Other Requirements</b>	

A willingness to work evening and weekend hours	Essential
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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post requires us to complete an Enhanced DBS check with a Children's Barred List check.