



An **OnSide** Youth Zone

JOB DESCRIPTION

Job Role: Catering Coordinator

Hours: Up to 16 hours per week with additional hours available during the school holidays and at cover periods.

We are happy to discuss different hours for the right candidate. The hours include evening work as well as bi-weekly Saturday daytime.

Salary: £12.83 per hour (equivalent to £25,019 FTE)

Overall aim of position:

'The Core Café', as its name suggests, is at the heart of the Youth Zone, and a gathering place for our members. A key commitment of CYZ is to have a warm, nutritious, affordable meal available to all our members as part of our Universal Youth Club offer.

This position will co-ordinate, manage, develop and deliver a high-quality café and overall food offer. This will include building relationships with partners in surplus food distribution and suppliers to ensure we can ensure the best quality food for the best affordable price for our young people. It will also see us progress our contribution to the Cumberland Strategic Food Framework.

The position will manage and oversee on budgets, stock orders and ensuring that catering supplies meet the requirements of the service, and that there is an effective system of stock rotation. You will lead on ensuring that all areas of the café and the kitchen are kept to excellent food hygiene standards.

You will also provide a front of house service, welcoming all members and visitors to the café and ensuring a warm and friendly environment is maintained whilst preparing and serving hot meals and snacks.

The Successful Candidate:

You will require previous experience and knowledge in the catering and serving industry.

You will be an excellent communicator and builder of relationships, well organised and with initiative and enthusiasm. You will have high standards, not only in the food that you produce but also in food hygiene and cleanliness.

You will have an ability to relate to young people from all backgrounds, think strategically and demonstrate a commitment to the values and goals of Carlisle Youth Zone. You will be confident, have initiative and be able to work on your own, whilst also being a key member of the CYZ team.

You will have some general administration and finance (till reconciliation) experience and an eagerness to learn on the job. Training is available on all areas and systems we use.

You will recognise that primarily, we are a space for young people and that with this we need to listen to young people and develop the catering offer with them and adapting to their needs. You 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 you come into contact with.

Main duties and responsibilities of the role:

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- Be overall responsible for all aspects of the food offer, the food hygiene and the health and safety relating to these areas.
- You will be responsible for preparing the food as well as serving the food in the café to our members.
- You will be heavily involved in ensuring the standards of our Training Kitchen meet expectations
- You will be responsible for financial budgeting as well as stock levels and stock checks associated with the café
- Be responsible for the upkeep of our 5 star food hygiene rating
- Ensuring the café is kept as a welcoming space for young people to enter and remain in
- Establish positive working relationships with a range of relevant partner organisations and stakeholders.
- Assist in recording and evaluating our work, including encouraging feedback, and providing reports, stats and other relevant information as required.
- Promote and uphold an inclusive culture and proactively challenge any prejudice and discrimination
- Follow all policies and procedures as required by the organisation including Safeguarding and Health and Safety
- Assisting with any general duties as required.
- Carrying out any other reasonable duties as requested by the Operational Leadership Team.

Person Specification Essential or Desirable	
Experience	
Experience of customer service with a wide ranging audience	Essential
Experience of working in a fast paced catering and serving environment, with minimal support	Essential
Experience of using food creatively and working to budgets	Essential
Experience with day to day administration and finance work (till reconciliation)	Desirable
Experience of working with young people	Desirable
Qualifications	
A minimum of level 2 food hygiene, with a willingness to gain level 3	Essential
Skills	
Able to work as part of a team and under own initiative	Essential
Able to plan and evaluate you own work schedules but deal with competing needs with some flexibility at the same time	Essential
Able to communicate confidently and effectively 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
Ability to engage and build positive relationships with the CYZ community (young people, parents/ carers), hirers, Patrons, all visitors	Essential
Excellent written and verbal communication skills	Essential
Knowledge	
An understanding of the issues affecting young people's lives and knowledge of their needs	Essential
Knowledge of health and safety, diversity awareness and safeguarding (supported by ongoing training and development)	Essential
Other Requirements	
A willingness to work evening and weekend hours	Essential
The ability and willingness to travel to events in the region and beyond	Desirable

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.