

EMPOWER
MANCHESTER • SALFORD

THE HOME OF

HIDE
OUT
An OnSide Youth Zone

SALFORD
YOUTH ZONE
An OnSide Youth Zone

SOMEWHERE SAFE TO GO | SOMETHING POSITIVE TO DO | SOMEONE TRUSTED TO TALK TO

CATERING MANAGER

Job Title: Catering Manager

Reporting to: Director of Operations

Location: HideOut Youth Zone (Gorton)

Salary: £26,970 – £27,958

Holidays: 33 days including bank holidays (pro-rata)

Hours: 40 hours per week* (including evenings and weekends)
*Open to part-time or job-share

Key Relationships: EMPOWER Senior Leadership Team, Head of Youth Work, Volunteers, Stakeholders, Young People and Board of Trustees.

BENEFITS

- Onsite Fitness Gym & Boxing/MMA Suite
- 33 days annual leave
- Secure cycle store
- Branded workwear
- Queen Bee's Café - Free hot meal on session
- Flexible working
- Learning and development opportunities
- Partnership working
- Working with like-minded people and cultures
- Part of a wider network
- Workplace pension scheme
- Special Leave
- Birthday Off
- Employee Assistance Programme through Health Assured
- Health and Wellbeing support which includes an app – Wisdom
- Enhanced maternity and paternity
- Company Sick Pay
- Real Living Wage Employer
- Charity Worker Discount / Bright Exchange Discount – through EAP/Wisdom

APPLICATION PROCESS

Date posted: Thursday 4th September 2025

Closing date: 5pm Friday 3rd October 2025

Application form: www.empoweryouthzones.org/vacancies/

How to apply: Please complete the application form and return to recruitment@empoweryouthzones.org

STRICTLY NO AGENCIES PLEASE

We review applications on a rolling basis and reserve the right to close the role at any time.

Feel free to give us a call on **0161 511 3777** if you have any questions about this role, or to hear from a team member about life working at the youth zone.

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ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford. These include HideOut Youth Zone located in Gorton (East Manchester) which opened in 2020, and Salford Youth Zone located in Pendleton, which opened to young people in June 2025. HideOut and Salford Youth Zone provide children and young people aged 8-19 and up to 25 for those with additional needs with somewhere safe to go, something positive to do and someone trusted to talk to.

Youth Zones are purpose-built spaces fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated Youth Workers who truly believe in young people – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

HideOut and Salford Youth Zone are part of a national and growing network of Onside Youth Zones. There are currently 15 active Onside Youth Zones across the UK with 20 due to be open by 2025.

WHAT IS THE ROLE?

To cater to all members of HideOut Youth Zone and take the lead on running all aspects of an inspiring, healthy and cost-effective catering provision including line managing Catering Assistants. The café is an essential part of our offer for young people (aged 8-19 years, up to 25 for those with additional needs) and the canteen area must be a warm and welcoming place for all.

The role encompasses creating, preparing and cooking inspiring, innovative and appealing dishes that are low cost, and the post holder must be passionate about local produce, minimising food waste, have a “can do” attitude and relate well to young people.

WHAT WILL I BE DOING?

- 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 be responsible for managing a sustainable service; taking responsibility for pricing, the provision of a popular menu, working to a strict budget and minimise waste
- 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
- To create stock control procedures and ensure they are adequate, up to date and adhered to
- To serve food and drinks to Youth Zone members, ensuring they receive a great level of customer service
- To line manage the catering team, together with arranging and managing staffing rotas for the café, including staff holidays, within the staffing budget
- To record catering performance against key indicators e.g. number of meals served and weekly profit
- To establish and complete cleaning schedules (including all work surfaces, storerooms and ancillary areas) which maintain excellent standards of cleanliness, ensuring they are adhered to at all times and accurately recorded
- To order and control all stock, including identifying alternative suppliers compliance with food hygiene regulations, in particular ensuring food is stored appropriately and at correct temperatures, and record all high-risk food temperatures on delivery and prior to service
- Actively promote HideOut Youth Zone and positively contribute to increased membership
- Represent HideOut Youth Zone positively in all dealings with internal and external partners

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement
- Represent HideOut 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 as safe as possible and accessible
- 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
- Safeguarding Leads in line with policies, procedures, and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
- As part of the management team, to deliver a focused, measurable contribution to the Youth Zone’s overall strategic plan.

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Working at a senior level within a catering environment	Essential	A & I
Working with children and young people	Desirable	A & I
Cash handling, stock control and ordering	Essential	A & I
Experience of working with/mentoring a team of volunteers	Essential	A & I
Supervising catering staff	Essential	A & I
Planning and providing healthy meals including nutritional information	Desirable	A & I
Qualifications		
NVQ Level 3 Catering or other recognised catering qualification	Desirable	A & I
Advanced Food Hygiene Certificate	Essential	A & I
First Aid qualification	Desirable	A & I
GCSE or equivalent literacy and numeracy	Desirable	A & I
Skills		
Planning and costing menus	Essential	A & I
Ability to communicate clearly and effectively with a wide range of people and follow instructions	Desirable	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 staff team	Essential	A & I
A wide-ranging repertoire of meals for young people	Essential	A & I
A willingness to work flexibly to meet business needs	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Knowledge		
Knowledge of Health, Safety and Environmental issues	Essential	A & I
A basic understanding of nutrition	Essential	A & I
Evidence of ongoing professional development	Desirable	A & I

ADDITIONAL INFO

EMPOWER is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of EMPOWER and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

CATERING MANAGER





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OUR VISION, MISSION & VALUES

OUR VISION

Children and Young People are inspired to lead healthy, happy, safe and successful lives.

OUR MISSION

To provide children and young people with somewhere safe to go, something positive to do and someone trusted to talk to.

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, with 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 Zone and our local communities.



COLLABORATIVE

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