

## CATERING ASSISTANT

**Job Title:** Catering Assistant

**Reporting to:** Catering Manager

**Location:** Salford Youth Zone (Pendleton)

**Salary:** £12.60 p/h (Real Living Wage)

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

**Hours:** 10 hours per week

**Key Relationships:** Young people, Catering Supervisor and Salford Youth Zone staff, volunteers, partners and stakeholders

**WE RESERVE THE RIGHT TO CLOSE THIS ROLE AT ANY TIME.**

## EMPOWER

EMPOWER is the umbrella charity that currently oversees operations of the award-winning youth charity based in Manchester, HideOut Youth Zone, which opened in 2020.

HideOut Youth Zone has supported over 7,000 children and young people since it opened, offering a dynamic youth provision that is open 7 days a week (including school holidays).

HideOut's state-of-the-art building provides young people with somewhere safe to go, something positive to do and someone trusted to talk to, with facilities that include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites.

Due to the success of HideOut Youth Zone, EMPOWER has been granted the opportunity to open another Youth Zone within Greater Manchester – Salford Youth Zone (known officially as SYZ).

The two Youth Zone's sit under EMPOWER and within the OnSide network; a growing number of Youth Zone's across the UK which are funded, built, supported and launched by the national charity, OnSide.

It is EMPOWER's vision is to ensure all young people grow to lead happy, healthy, safe and successful lives.

## WHAT IS THE ROLE

The café area is an essential part of the offer for young people and our team of Catering Assistants play a key role, cooking healthy and inspiring dishes for our members as well as providing a warm and welcoming environment to all. With a free hot meal on offer to every young person attending, the café will always be a busy area of the Youth Zone.

## WHAT WILL I BE DOING?

- To undertake the preparation of food and beverages served in the café area as well for events, internal meetings and room hire
- To serve food and beverage to Salford Youth Zone members, ensuring they receive a great level of customer service
- To comply with stock control procedures
- Ensure all kitchen equipment is regularly cleaned, reporting 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
  - Ensuring food is stored correctly and at correct temperatures
  - Recording of all high-risk food temperatures on delivery and prior to service, if applicable
- Cash handling in line with Salford Youth Zone's financial procedures
- Maintain a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas
- Clearing tables and washing up
- Undertake such other additional duties which may result from changing circumstances

## WHAT ELSE WILL I NEED TO DO?

- 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 Salford Youth Zone and OnSide
- Represent Salford 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
- 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)
- Assist with any promotional activities and visits that take place at the Youth Zone
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

## PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Experience of working in a busy catering environment	Essential	A & I
Knowledge of Health, Safety and Environmental issues	Essential	A & I
Experience dealing with customers	Essential	A & I
Experience of cash handling	Essential	A & I

<b>Selection Criteria</b> <b>A = Application Form I = Interview</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
Basic Food Hygiene Certificate	Essential	A
<b>Skills</b>		
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 priorities work	Essential	A & I
<b>Special Requirements</b>		
A willingness to work unsociable hours	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process.

## 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/](http://www.onsideyouthzones.org/applicant-privacy/)

## APPLICATION PROCESS

**Application form:** [www.empoweryouthzones.org/vacancies/](http://www.empoweryouthzones.org/vacancies/)

**How to apply:** Please complete the application form and return to [recruitment@empoweryouthzones.org](mailto:recruitment@empoweryouthzones.org)







**Closing date:** Sunday 18<sup>th</sup> May

### 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.

## **BENEFITS OF WORKING FOR EMPOWER YOUTH ZONES**

 <b>Onsite Fitness Gym &amp; Boxing / MMA Suite</b>	 <b>33 Days Annual Leave Pro-Rata</b>	 <b>Secure Cycle Store</b>
 <b>Branded Workwear</b>	 <b>Queen Bee's Cafe</b>	 <b>Flexible Working</b>
 <b>Learning and Development Opportunities</b>	 <b>Partnership Working</b>	 <b>Working with Like-Minded People and Cultures</b>
 <b>Company Sick Pay and Enhanced Maternity Leave</b>	 <b>Pension Scheme</b>	 <b>Living Wage Employer</b>

## **Employee Assistance Programme**

Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts

**EMPOWER**  
MANCHESTER • SALFORD

## **CATERING ASSISTANT**



# 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.

