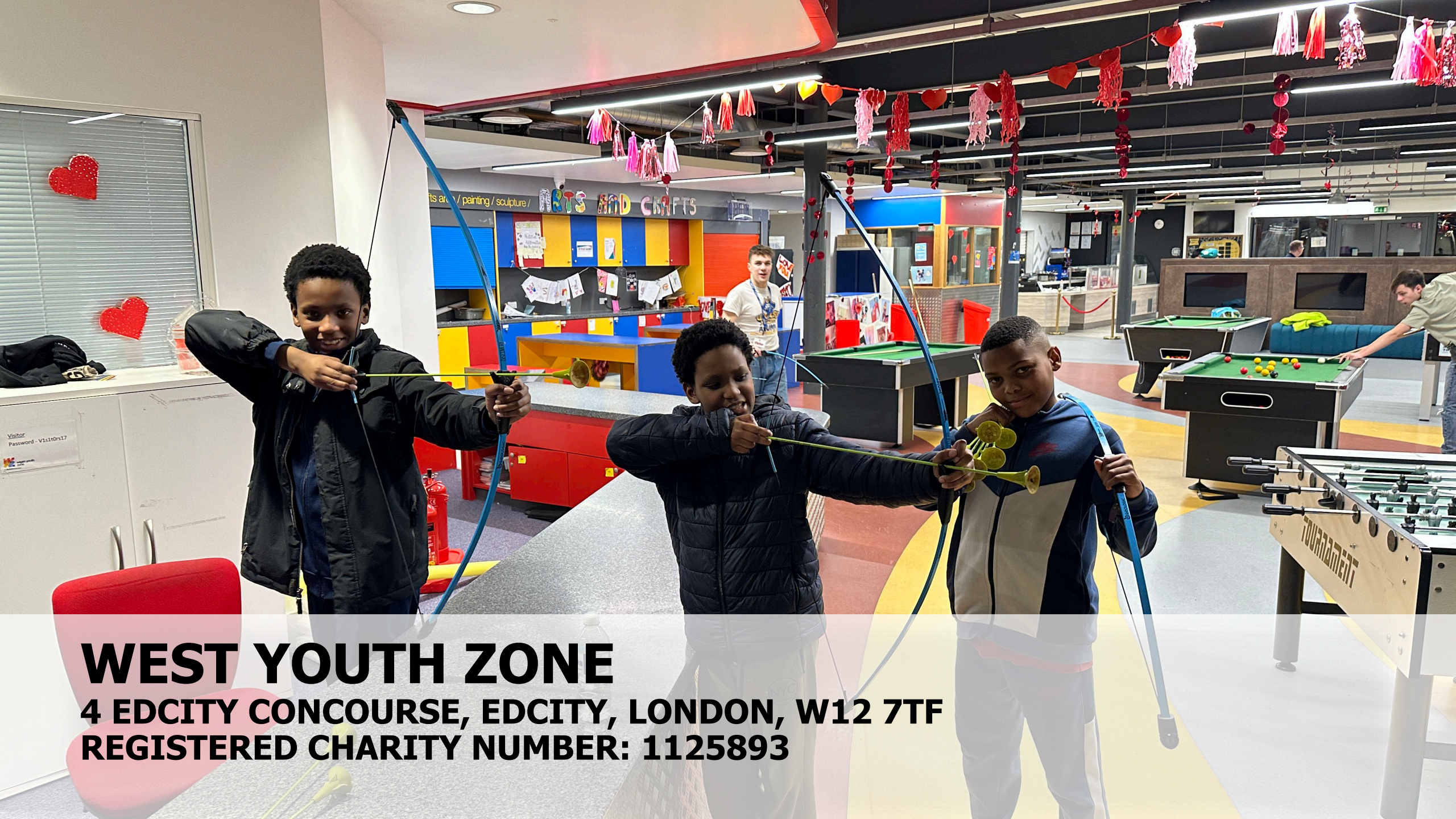


**Where
Everyone
Sticks
Together**

WEST YOUTH ZONE

**ROLE PROFILE
COOK & KITCHEN
SUPERVISOR**





WEST YOUTH ZONE

4 EDCITY CONCOURSE, EDCITY, LONDON, W12 7TF
REGISTERED CHARITY NUMBER: 1125893

Hammersmith & Fulham is a neighbourhood of wide disparities, with an acute need for youth services. The north of the borough comprises many neighbourhoods in the 20% most deprived neighbourhoods in the UK, whereas in the south, many are in the least deprived. This vast difference between those living in different parts of our borough is hugely unfair and can lead to radically different life outcomes. WEST Youth Zone is a vital provision that will make a huge difference to the lives of young people, and to the whole borough, levelling the playing field for our young people.

Construction of Hammersmith & Fulham's Youth Zone, named "WEST" by local young people, is due to be completed at the end of 2023 and open in spring 2024 as the fourth OnSide Youth Zone in London. At WEST, we believe all young people in Hammersmith & Fulham should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support to help thousands of young people from a diverse range of backgrounds to thrive.

Open 37 hours a week, 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We will offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as Individuals. Averaging 1,000 visits per week this is a charity that the whole community can be proud of, and you can be part of that journey.

Entry will be just 50p each visit and annual membership £5 which will give a young person access to over 20 activities per night. In addition to our open-access provision we will run targeted projects that bring specific outcomes to some of those most in need of additional support and interventions.

WEST Youth Zone will operate a proven OnSide model of youth service provision that is aligned to community needs and supported by cross-sector funding.

We give 8–19 year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives – raising their aspirations for themselves and their community.

The facilities will be second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that the young people of our community deserve the best.

COOK & KITCHEN SUPERVISOR

KEY RESPONSIBILITIES

Reporting to HR & Operations Manager

- 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
- Be a role model for young people and present a positive “can do” attitude
- Actively promote WEST Youth Zone and positively contribute to increased membership
- Represent WEST Youth Zone positively in all dealings with internal 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
- 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 Lead using the safeguarding policies, procedures and practice (training to be provided)
- Any other duties as may be reasonably be required

Line Management of Catering Team

COOK & KITCHEN SUPERVISOR FULL TIME

THE ROLE

To establish a café within the new WEST Youth Zone facility 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.

SALARY: £28,000 per annum.

HOURS: 37.5 hours per week, 5 days out of 7. We're open to 4 days per week for the right applicant to support flexible working.

BENEFITS: 33 days holiday inclusive of bank holidays; workplace pension; free gym access (once WEST has opened); access to OnSide's Talent Academy; bespoke training and mentoring.



COOK & KITCHEN SUPERVISOR CRITERIA

- **ESSENTIAL:**

- Working at a senior level within a catering environment
- Dealing with a range of customers
- Knowledge of Health, Safety and Environmental issues
- Planning and costing menus
- Cash handling, stock control and ordering
- Experience of working with/mentoring a team of volunteers
- Supervising catering staff
- Ability to communicate clearly and effectively with a wide range of people and follow instructions
- Ability to prioritise work and manage time effectively
- Ability to work on own initiative and as part of a team
- Ability to organise tasks and small staff team
- Ability to relate well to young people
- A wide-ranging repertoire of meals for young people
- A willingness to work flexibly to meet business needs
- A willingness to cover events, holidays and staff absence
- Enhanced DBS clearance. Commitment to Safeguarding children

- **DESIREABLE:**

- Planning and providing healthy meals including nutritional information
- A basic understanding of nutrition
- NVQ Level 3 Catering or other recognised catering qualification
- Advanced Food Hygiene Certificate
- First Aid qualification
- Evidence of ongoing professional development
- GCSE or equivalent literacy and numeracy





CLOSING DATE: FRIDAY 19TH JANUARY 2024
INTERVIEW DATE: WEDNESDAY 24TH JANUARY 2024

WE REVIEW APPLICATIONS ON A ROLLING BASIS AND RESERVE THE RIGHT TO CLOSE THIS ROLE EARLY.

CLICK [HERE](#) FOR OUR SAFEGUARDING POLICY AND CLICK [HERE](#) FOR HOW WE PROCESS YOUR DATA.

West Youth Zone are 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 the OnSide Network of 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. We are an equal opportunity employer