

**Where  
Everyone  
Sticks  
Together**

**ROLE PROFILE  
CATERING  
ASSISTANT**





# **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.

# CATERING ASSISTANT PART TIME

## THE ROLE

West Youth Zone offers both a nutritious hot meal and a tuck shop service on every session that we run. Whilst the Kitchen Supervisor cooks the food, the Catering Assistants serve the food and are integral to the successful operation of catering for the young people. You will be responsible for food hygiene, using the EPOS machine to sell items and manage stock, serving food, interacting with young people, washing up and keeping the kitchen clean, doing statutory paperwork and cashing up. Depending on the rota and your own cooking abilities, there may also be opportunities for you to teach cooking to young people directly in our training kitchen.

Open 7 days a week including school holidays, WEST Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Our state-of-the-art building provides young people with a range of activities, giving young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. Facilities include a kick pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites. The Catering assistant will play a critical role in WEST's mission to provide young people with affordable access to fun and inspiring opportunities, all designed to help them lead active, positive lives and raise aspirations.

**HOURS:** Part-time 8-24 hrs per week according to availability, evenings and weekends.

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



# CATERING ASSISTANT – KEY RESPONSIBILITIES

## **Reporting to Kitchen Supervisor**

- To undertake the preparation of food and beverages served in the café / tuck area
- To serve food and beverages to West Youth Zone members, ensuring they receive a great level of customer service
- To assist with menu planning
- 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 temperatures on delivery of all high-risk food and prior to service, where applicable
- To assist with the monitoring of all stock
- Cash handling in line with WEST Youth Zone financial procedures
- Maintaining 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
- Any other duties that may be required

# CATERING ASSISTANT - CRITERIA

## **ESSENTIAL:**

- Experience of working in a catering environment
- Food Hygiene Certificate Level 2
- Excellent written and verbal communication skills
- Excellent organisational, communication and interpersonal skills
- Willingness to support the Youth Work team in ensuring a safe, fun and welcoming environment for all young people
- Ability to work on own initiative and as part of a team
- Excellent timekeeper
- A willingness to work unsociable hours when required
- Satisfactory DBS clearance and committed to safeguarding children
- Flexible and a willingness to cover events, holidays and staff absence

## **DESIREABLE:**

- Experience of working with young people
- Knowledge of safeguarding
- Working in an environment that involves dealing with the public
- Knowledge of Health, Safety and Environmental issues





**CLOSING DATE: FRIDAY 5TH JANUARY 2024**

**INTERVIEW DATE: TUESDAY 9TH JANUARY 2024**

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

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

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