

Where Everyone Sticks Together

WEST

An OnSide Youth Zone

- ▶ **Job Role:** Bank Catering Assistant
- ▶ **Location:** WEST Youth Zone, 2 EdCity Walk, London W12 7TF
- ▶ **Contract:** Bank Work
- ▶ **Reporting to:** Catering Manager





OPENED APRIL
2024

£5

£5 ANNUAL
MEMBERSHIP



50P ENTRY

£1

BITE CITY HOT
MEAL

2000+

OVER 2000
MEMBERS

ABOUT WEST

Hammersmith & Fulham (H&F) is a London Borough of wide disparities, with an acute need for youth services. This vast difference between those living in different parts of our borough can lead to radically different life outcomes. **WEST Youth Zone is a vital provision** that will make a huge impact on the lives of young people, and on the whole borough, levelling the playing field for our young people.

"WEST" Youth Zone, named **Where Everyone Sticks Together** by local young people, opened on April this year. At WEST, we believe all young people in West London should have the opportunity to discover their passion and their purpose and be able to explore where it can take them.

Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. **Staffed by talented, 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.

Open 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We 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. This is a charity that the whole community can be proud of, and you can be part of that journey.

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



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.

Op

CORE 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:
 1. Reporting of all equipment not working properly
 2. Reporting of any health and safety issues
 3. Compliance with food hygiene regulations
 4. Ensuring food is stored correctly and at correct temperatures
 5. 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

SELECTION CRITERIA	REQUIREMENT
Experience of working in a catering environment	Essential
Excellent written and verbal communication skills	Essential
Excellent organisational , communication and interpersonal skills	Essential
Willingness to support the Youth Work team in ensuring a safe, sun and welcoming environment for all young people	Essential
Ability to work on own initiative and as part of a team	Essential
Excellent timekeeper	Essential
A willingness to work unsociable hours when required	Essential
Ability to prioritise work and manage time effectively	Essential
Ability to work on own initiative and as part of a team	Essential
A willingness to cover events, holidays and staff absence	Essential
Enhanced DBS clearance	Essential
Commitment to Safeguarding children	Essential
Experience with working with Young people	Desirable
Knowledge of safeguarding	Desirable
Advanced Food Hygiene Certificate	Desirable
First Aid qualification	Desirable
Evidence of ongoing professional development	Desirable
GCSE or equivalent literacy and numeracy	Desirable



**PUNCTUAL &
RELIABLE**



**ENTHUSIASTIC &
CHEERFUL**



**POSITIVE ROLE
MODEL TO
YOUNG PEOPLE**

BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE
(PRO-RATA)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES

APPLICATION PROCESS

- To apply, send your **CV and application form** to recruitment@westyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made.
- 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.



OUR VALUES



An **OnSide** Youth Zone



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.

