



# Cooking /Catering Assistant

WARRINGTON



An **OnSide** Youth Zone

## THE ROLE

The Warrington Youth Zone has a food provision to not only support its members but also events and conferences.

Our amazing £1 meal offer is available every single day in the youth zone.

We are looking for someone to join the small team in the kitchen to support the operation and the duties required.

## APPLICATION PROCESS

To apply, please complete the application form and return to [recruitment@wyz.org.uk](mailto:recruitment@wyz.org.uk) or apply via our website at Work for Us.

In addition, please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how we process your data, go to <https://warringtonyouthzone.org/privacy-policy/>

**APPLICATION CLOSING DATE:** ASAP

**APPLICATION INTERVIEW DATE:** ASAP

## ROLE PROFILE

### POST:

Cook/Assistant Caterers

### SALARY:

NMW+50p/hr

### LOCATION:

Warrington (Dallam Lane)

### REPORTING TO:

Catering Lead

### HOURS:

Monday 15.45-20.15 (4.5 hours)

Wednesday 15.45-20.15 (4.5 hours)

Saturday 10.15-14.45 (4.5 hours)

Saturday 15.45-20.15 (4.5 hours)

### CONTRACT:

Pension contribution of 3% once the earnings threshold is reached.

Part time roles will receive pro-rata allocated annual leave based on 33 days FTE including Bank Holidays.

Hourly staff - annual leave will be calculated at 14% of hours worked on a rolling basis.

WAGE BAND	CURRENT RATE (from 1 April 2024)
Age 23 or over	£11.94
Age 21 to 22	£11.94
Age 18 to 20	£9.10
Under 18	£6.90

## KEY RESPONSIBILITIES

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 Warrington Youth Zone members, ensuring they receive a great level of customer service.

To assist with the production of and costing of menus.

To comply with stock control procedures.

Ensure all kitchen equipment is regularly cleaned, reporting any faults/repairs required.

To assist with the ordering and control of all stock

To ensure all Health & Safety and Environmental Health requirements are adhered to, namely:

- reporting of all faulty equipment
- reporting of any health & safety issues
- 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

Cash handling in line with 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.

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
<b>EXPERIENCE</b>	
Experience of working in a catering environment Essential	Essential
Knowledge of Health, Safety and Environmental issues Essential	Essential
Experience dealing with customers Essential	Desirable
Cash handling, stock control and ordering Desirable	Desirable
<b>SKILLS, KNOWLEDGE AND ATTRIBUTES</b>	
Ability to communicate clearly and follow instructions Essential	Essential
Ability to prioritise work and manage time effectively Essential	Essential
Ability to work on own initiative and as part of a team Essential	Essential
Ability to organise tasks and priorities work Essential	Desirable
<b>QUALIFICATIONS</b>	
Basic Food Hygiene Certificate Desirable	Desirable
NVQ Level 3 Catering or other recognised Catering qualification Desirable	Desirable
Advanced Food Hygiene Certificate Desirable	
First Aid qualification Desirable	
Evidence of ongoing professional development Desirable	
GCSE or equivalent literacy and numeracy Desirable	Desirable
<b>Evidence of ongoing professional development Desirable</b>	
A willingness to work evenings and weekends Essential	Essential
A willingness to cover events, holidays and staff absence Essential	Essential
Enhanced DBS clearance. Commitment to Safeguarding children Essential	Essential