

Job description: Catering Coordinator

Duration: Permanent, part-time (0.6 FTE)

Salary: C3, Avon Tyrrell, £18,525

Location: Avon Tyrrell

Reporting to: Facilities Officer

Department: Outdoor Learning

Key working relationships: Outdoor Learning Team/cross directorate collaboration

Purpose of the job

As part of our commitment to young people, UK Youth has for over 75 years operated an Outdoor Centre at Avon Tyrrell.

Operated as a financially self-supporting and sustainable social enterprise business that generates surplus income to support UK Youth's charitable activity, our outdoor learning provision is intentionally inclusive and champions effective youth-led engagement to highlight the importance and raise understanding of the breadth and positive outcomes of youth work.

The Catering Specialist supports our best-in-class outdoor learning provision by providing high-quality food service through well-presented meals and strong levels of customer service. This role will also be responsible for maintaining all catering facilities to a high standard and creating a dining experience that encourages social interaction and creates a positive outdoor learning environment.

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Key responsibilities

- To support the chef with food preparation
- Maintain the cleanliness and hygiene of all catering facilities areas including kitchen, servery, dining room and café
- Service of meals ensuring high levels of customer care by; interacting politely and professionally with all customers, understand the dietary allergens of all menu items and be able to provide basic advice regarding suitability for most known dietary preferences and allergens and where appropriate promoting healthy eating choices
- Provide food service to a high standard of presentation and monitoring the dining experience and helping to create a positive holistic outdoor learning environment
- Adhere to all hygiene and health and safety guidelines, maintaining records and a working knowledge of department risk assessments and COSHH

Other area of responsibilities

- To support directorate and inter directorate projects or initiatives and proactively engage in cross-team collaboration helping to deliver efficiencies and improvements that ultimately progress the knowledge, quality, and visibility of the outdoor learning experience we provide to our stakeholders
- Attend and proactively participate in regular performance reviews and charity meetings as required
- Support the safeguarding of the site and safety of all visitors
- To act as a positive ambassador for UK Youth and share knowledge and experience of the

- development of UK Youth and its profile
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.
- Actively promoting recycling across the site and support environmental initiatives

Coordinator behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to effectively communicate with others, incorporate other perspectives and build good rapport with colleagues
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas and make links to evidence to inform decisions

Person Specification: Catering Specialist

Experience

- Experience of food hygiene and preparation ideally in a commercial setting, or willingness to learn.
- Experience of delivering high standards of customer care
- Able to demonstrate an understanding of working within Health and Safety guidelines, or willingness to learn.

Knowledge, skills and understanding

- Excellent time and workload management skills with proven experience of meeting deadlines.
- Understanding of basic safeguarding principles, or willingness to learn.
- Knowledge of the importance of following set food handling protocols and food safety guidelines
- Very good interpersonal, customer care and communication skills.
- Empathy with the needs of young people.

Personal qualities

- Friendly approachable person with good organisational skills, enthusiasm, and energy, willing to undertake any task required of them.
- Self-motivated and capable of working on own and working with others when required.
- Flexible approach to work and be hands on to get the task done.
- Recognise and value all aspects of equality, diversity and inclusion
- Be an excellent role model for staff, children and young people

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary

to meet business needs.