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JOB APPLICATION PACK
CHEF (CH001)

May 2024

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HORIZON
YOUTH
CENTRE

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New Horizon Youth Centre

Insert job title (CH001)

Job Application Pack, May 2024



OUR STORY

London is a fantastic city to call home, but a central truth remains in the capital. Every year thousands of young people find themselves unhoused, unsupported and unsafe.

That's why New Horizon Youth Centre exists.

Founded in 1967 by Lord Longford to address the needs of young people who were homeless and misusing drugs in the West End of London, today New Horizon Youth Centre continues to be a vital support network for 16–24-year-olds with nowhere else to go.

Through the services we provide at our day centre, via outreach and remotely, our multidisciplinary team of over 60 staff support thousands of young people experiencing homelessness in London to find safety, improve their wellbeing, develop skills for life and ultimately find somewhere that they can call home.

“For as long as young people are homeless and unsafe in London, we will be on a mission to give their potential a home”

For more info about our impact, [please take a look at our latest impact report.](#)



COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equity; and recognising and seeking to redress inequity and disadvantage wherever possible. We have an ongoing action plan to improve our Equity, Diversity and Inclusion (EDI) practices, which every member of our organisation has a role in contributing to.

As a service provider to young people facing homelessness and who are unsafe, we aim to be an empowering, supportive employer and to offer as much flexibility as possible to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making young people and staff feel valued and respected.

We recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics such as homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion, and socio-economic backgrounds.

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Reimbursing any childcare and other care costs whilst you are attending interviews.
- Reimbursing your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

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OUR WORK IS GUIDED BY THREE VALUES:

We **champion** young people



We **collaborate** for impact



We are **determined** to find a way



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New Horizon Youth Centre

Lead Cook (COOK001) – Part-time

Job Application Pack, September 2022



JOB DESCRIPTION – CHEF

Reporting to: Services Manager (Day Centre)

JOB OBJECTIVES

The key objectives of the post are:

- To lead on planning and provision of a daily hot lunch service for young people experiencing homelessness accessing our day centre, providing a nutritious and balanced meal for up to 100 people.
- To manage health, safety, and food hygiene in the kitchen, ensuring the service is compliant with food standards regulations and maintain a food hygiene rating of 4+.

MAIN TASKS AND RESPONSIBILITIES

The Chef is part of the NHYC Youth Work Team and reports to the Service Manager (Day Centre). They have responsibility for the day-to-day running of the kitchen and ensuring the highest standards of safety and food hygiene. Responsibilities include:

1. Working independently on the daily preparation of nutritionally balanced vegetarian and meat dishes for up to 100 people, catering to allergens and dietary requirements.
2. Planning and organising meals using own initiative and within budget, creating varied and interesting menus as well as culturally diverse food throughout the week.
3. Leading the daily kitchen cleaning schedule and ensuring strict adherence to food hygiene regulations, cleanliness, kitchen safety and accurate record keeping (HACCP).
4. Maintaining thorough hygiene and safety records and providing relevant reports in a timely matter.
5. Completion of weekly order forms, coordinating deliveries and management of stock including stock rotation, checking dates and minimising food waste.
6. Ensuring that the kitchen area and its equipment are cleaned to the highest standard and in working order at all times, raising repairs or faults in a timely manner.

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7. Training young people to help in the preparation of food and other kitchen duties, when agreed with Service Managers.
8. Ensuring that Health and Safety or safeguarding issues are addressed as a priority.
9. Communicating effectively with colleagues from across the organisation to ensure the smooth running of the food service, including attending regular briefings, team meetings, and reflective practice with NHYC colleagues.

Information Management

To produce and maintain accurate and useful information in a range of formats in order to promote effective service delivery and evaluation. This will include:

1. Daily completion of kitchen hygiene, cleaning, food temperatures, fridge/freezer temperatures, meal and safety logs to a high standard.
2. Using internal NHYC emails, databases and other systems for monitoring and communication.

Reviewing Personal Performance and Development Needs

To be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement. This will include:

1. Continuously reviewing own working practices in line with feedback and current best practice to identify strengths and areas for development. Undertaking development and training opportunities as needed.
2. Ensuring any mandatory training certificates for the roles are kept up to date, including Food Hygiene.

Other

To contribute positively to the development of the team, service and New Horizon Youth Centre. This will include:

1. Following NHYC's organisational and staff policies, procedures and performance expectations in all functions of the post.
2. Undertaking as required any other duties compatible with the level and nature of the post and/or reasonably required by the Service Manager, Head of Services or Director of Operations.

PERSON SPECIFICATION

We are looking for an individual who can demonstrate the following competencies and want to use these to the full in their work.

- (E) Essential
- (D) Desirable

QUALIFICATIONS, EXPERIENCE AND TRACK RECORD

1. Experience planning, preparing and cooking healthy, balanced meals in a professional catering kitchen or busy community kitchen (e.g. community centres, schools, colleges, day centres, or residential centres). (E)
2. Demonstrable experience catering for significant numbers (50+) within clearly defined daily service schedules and mealtimes. (E)
3. Experience coordinating and managing regular food orders and deliveries in the kitchen, as well as weekly stock rotation to minimise food waste. (E)
4. A proven track record meeting the highest standards of cleanliness and hygiene in the kitchen and experience managing daily and weekly cleaning schedules, cleaning rotas and food hygiene procedures. (E)
5. A current professional Food Hygiene Certificate Level 2 or above, and willingness to work towards a Level 3 Award. (E)
6. Experience maintaining a 4+ rating kitchen and an understanding of the importance of Environment Health checks. (E)
7. Experience keeping clear and accurate kitchen records such as HACCP documentation, temperatures, stock levels, meals and cleaning schedules. (E)
8. Able to communicate and liaise with a diverse staff team, working as a team player to ensure a smooth-running order of the kitchen and the day centre. (E)

KNOWLEDGE AND SKILLS

9. Ability to maintain enthusiasm for a high level of contact with young people on a day-to-day basis, and to coach and encourage young people to help in food preparation. (E)
10. A demonstrable passion and excitement for food and engaging others in food. (E)

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11. A high level of knowledge of health and safety issues in a working environment, including a thorough understanding of kitchen safety and risk assessments in order to keep self and others safe. (E)
12. Experience and knowledge around safeguarding policy and procedures for children and vulnerable adults. (D)
13. A working knowledge of and commitment to Equity, Diversity and Inclusion as it applies to a supportive service and in the workplace. (E)

ADDITIONAL JOB REQUIREMENTS

14. Willingness and ability to work outside of normal office hours on occasion (within New Horizon's flexible working hour's arrangements) and over the Christmas period. (D)
15. Willingness to work flexibly in response to changing organisational requirements. (E)

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ADDITIONAL INFORMATION

Location: The post is based at: New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

Hours of work: **The role is part-time for 25 hours per week.** The exact working pattern is to be agreed at interview but our recommended hours would be 09:30-14:30, Monday-Friday. Some work over the Christmas period will be required.

Pay: The starting salary for the role is £27,144 (pro rata).

Other benefits:

- 30 days annual leave per year (pro rata), plus bank holidays and some additional time off over Christmas
- Employer contribution of 6% to a group personal pension scheme
- Enhanced Employee Assistance Programme, including 24-hour helpline, access to counselling, contributions towards medical expenses, discounted gym memberships, high street vouchers and more
- Clinical Supervision and Reflective Practice
- Staff Loan Policy, including Cycle to Work scheme
- Generous Training budget and a Diversity Leadership Programme
- Regular Staff Away Days and teambuilding activities

TIMESCALES AND HOW TO APPLY

The timescales for recruitment are as follows:

Closing date and time for applications	We will be interviewing candidates on a rolling basis throughout May and June. Please apply as soon as possible. We will close the vacancy once the position has been filled.
Interviews	Throughout May and June 2024

If you wish to apply for this position, please supply the following in a **word document format**.

1. **A detailed CV** setting out your career history, education or qualifications, and other key responsibilities or achievements.
2. **A supporting statement** (up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the **Person Specification**. Please address the points in Person Specification only. Please note that the supporting statement is an important part of your application and will be assessed as part of your full application.
3. **Completed Additional Details Form** – [Please find here](#) or on the job advert on our website. Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

All documents should be emailed to recruitment@nhyouthcentre.org.uk, making sure to put the job reference: **CH001**

If you would like to apply for more than one role, please make your preferred area(s) of work clear in your supporting statement.

Please ensure all application documents are provided in a **word document format**. This is to allow for the recruitment team to anonymise documents before sending to the shortlisting panel.

We do not consider incomplete applications.

You will be notified if you have not been shortlisted. However, we are unfortunately unable to provide each individual application with feedback.

If you have any questions or would like to arrange a call to discuss the role, please feel free to email us at the email address listed above or call 0207 388 5560.

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***Giving potential a
home since 1967***

***nhyouthcentre.org.uk
@nhyouthcentre***

***Charity number: 276943
Company number: 01393561***

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