

# NH YC



*JOB APPLICATION PACK*  
Volunteer Kitchen Assistant  
(VKA001)

January 2024

**NEW  
HORIZON  
YOUTH  
CENTRE**

## *Commitment to Equality, Diversity & Inclusion*

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equality; and recognising and seeking to redress inequality and disadvantage wherever possible.

As a service provider to young people experiencing homelessness and as an employer, we aim to be empowering, supportive and to offer as much flexibility as possible in order 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 users and staff feel valued and respected.

We also 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. This may include 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 background**

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

- Paying for childcare and other care costs whilst you are attending interviews.
- Paying for 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.



*Our work is guided by four values:*

## We see the best in everyone

We all have strengths and the potential to make the best of our life and work, when given a fair chance

## We are dynamic in our approach

We are always adapting because the world changes and what young people need and want changes

## We collaborate on solutions

We trust and work with diverse people and organisations so that we can achieve more together

## We are our word

We do what we say we will because the young people we support, our team and our partners deserve nothing less



## *JOB DESCRIPTION – Volunteer Kitchen Assistant*

### MAIN TASKS AND RESPONSIBILITIES

The Volunteer Kitchen Assistant is part of the NHYC Youth Work Team.

New Horizon Youth Centre runs a busy day centre from Monday to Friday. We serve a hot, delicious and nutritious lunch for young people and staff every day.

As a Volunteer Kitchen Assistant, you'll be helping our Chef with the day-to-day running of our kitchen including food preparation, cleaning and supporting the Chef to ensure high standards of safety and food hygiene.

Your volunteer responsibilities will include:

1. Working alongside the NHYC Chef on the daily preparation of up to 100 nutritionally balanced vegetarian and meat dishes.
2. Helping to keep the kitchen area clean, making sure equipment is in good working order and reporting any faults or repairs to the NHYC chef.
3. Following procedures relating to daily kitchen cleaning schedule and ensuring strict adherence to food hygiene regulations, cleanliness, kitchen safety-and accurate record keeping (HACCP).
4. Supporting the Chef with serving lunches to up to 100 young people, staff and volunteers.
5. Engaging with young people at lunch and demonstrating patience and compassion with young people when needed.
6. Being creative! Supporting NHYC with meal ideas when required.
7. Assisting with kitchen closedown including washing up, loading/unloading the dishwasher, labelling food and cleaning and tidying kitchen ready for the next day.
8. Following New Horizon Youth Centre's Health and Safety and Safeguarding policies, taking instructions from the daily duty manager when required.
9. Helping to keep the kitchen area safe and free from hazards.

## *PERSON SPECIFICATION*

### Essential Skills, Knowledge and Experience

Here are the essential skills and experiences which we're looking for in a Volunteer Kitchen Assistant.

- Experience working or volunteering in a professional kitchen or busy community kitchen (for example, community centres, schools, colleges, day centres, residential centres etc).
- A clear passion for food, engaging others and promoting positive healthy food habits.
- An understanding of health and safety issues in a working environment, specifically in a kitchen environment.
- An understanding of standards of cleanliness and hygiene requirements in the kitchen and the ability to clean equipment to a high standard.
- An excellent team player who is happy to roll their sleeves up with any task in the kitchen to ensure the smooth-running of service.
- A proactive nature, with the ability to work independently and take instructions.
- Excellent communication skills: able to communicate with a diverse staff team and the young people who come to the service.

#### Desirable Skills, Knowledge and Experience

We'd love to hear from you if you also have these skills and experiences, but don't worry if you don't. These are the extras we'd really like!

- Previous experience working with vulnerable client groups such as children, vulnerable adults, people experiencing homelessness or similar.
- Experience working in youth centres or in youth work.
- A current Food Hygiene Certificate Level 2.
- Experience and knowledge around safeguarding policy and procedures for children and vulnerable adults.
- A working knowledge of and commitment to Diversity & Equality as it applies to a supportive service and in the workplace.

## *ADDITIONAL INFORMATION*

### Recruitment Process

We are advertising the post of Volunteer Kitchen Assistant on a rolling basis. We will interview candidates as we receive applications. We encourage you to apply as soon as possible. We will close this position online when we have successfully recruited, so please don't delay.

### Volunteer Agreement

Volunteers will sign a volunteer agreement. This does not constitute a contract of employment. Volunteers are expected to agree to an initial term of 3 months, volunteering for at least 1 day per week. Starting in role will be subject to satisfactory references and an enhanced DBS check.

### Location

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

### Hours of work

We're looking for a volunteer who can commit regularly to volunteering at least once a week. Shifts will last 4 hours from 10.30-2:30pm. We are open Monday-Friday.

### Pay

This role is an unpaid volunteer position.

### Expenses

Reasonable travel expenses from home to the volunteer placement will be reimbursed with a valid receipt.

## APPLICATION PROCESS

If you're interested in applying for this position, please supply the following in a word document format.

1. A short CV (no more than 2 sides of A4) setting out your career history, education or qualifications, and other key responsibilities or achievements.
2. A brief supporting statement covering the essential criteria (up to 1 side of A4) highlighting your suitability for the role and why you want to volunteer at New Horizon Youth Centre.
3. Completed Additional Details Form – Please find enclosed. 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 New Horizon at [recruitment@nhyouthcentre.org.uk](mailto:recruitment@nhyouthcentre.org.uk), making sure to put the job reference: VKA001

Shortlisted candidates will be informed within a month of their application. 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.



*Giving potential a  
home since 1967*

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