



JOB DESCRIPTION

CATERING ASSISTANT

£12.71 per hour

Part time, 8.5 hours per week



wigan youth
zone

An **OnSide** Youth Zone

OVERVIEW

COMPANY Wigan Youth Zone

LOCATION Wigan Youth Zone

SALARY £12.71 per hour

BENEFITS

- 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service.
- Birthdays off,
- Gym access,
- Training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for staff.

POSTED 9th April 2026

CLOSING 23rd April 2026

FIRST INTERVIEWS TBA

SECOND INTERVIEWS TBA

SPECIALISM Catering/Food Hygiene

REPORTS TO Catering Manger

CONTRACT TYPE Permanent

WORK PATTERN 8.5 hours - part time, permanent

Wednesday 15:00 – 19:30

Friday 10:00 – 14:00

Additional hours available

All hours will be face-to-face delivery with young people and will include a weekend shift.

ORGANISATION TYPE Charity



WHO WE ARE LOOKING FOR

We are looking for someone fun, creative with high energy, and a passion to work with young people.

A Catering Assistant who can help develop, support and deliver the catering provision at the Youth Zone, ensuring that young people have access to healthy, high-quality meals.

You must be able to cook, serve, and have an awareness of dietary and cultural needs, be passionate about cooking and most importantly, love food.

Successful candidates for this role will take pride in helping to create innovative new and simple dishes and relate well to young people.

KNOWLEDGE AND UNDERSTANDING

- Knowledge of the issues affecting young people and an ability to work with challenging behaviour, knowledge and experience of working / running a commercial kitchen space and the commitment to ensuring safe food is served to our young people
- Understanding of the principles of working with children and young people
- Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people
- A desire to develop, support and deliver the catering provision at the Youth Zone, ensuring young people have access to healthy, high-quality meals;
- A want to support young people to help them achieve positive outcomes

QUALIFICATIONS

Food Hygiene Level 2 or higher – Desirable (Training can be delivered internally)

YOUR ROLE

- Support young people's mental and physical well-being by guiding them to make more informed choices, incorporate a healthy lifestyle with the food offer we promote
- To be a positive role model and create a positive and fun environment in which to motivate and encourage young people to reach their potential.
- To promote and safeguard the welfare of children and young people at all times;

- To be an active member of the team and operate in line with the values and principles of Wigan Youth Zone.
- Preparing and serving food and beverages in the café area;
- Adhering to stock control procedures and ensuring all Health and Safety and Environmental requirements are adhered to, within the safer foods business guidance as per gov.uk guidelines. (Which includes;)
 - Ensure all kitchen equipment is regularly cleaned, reporting any faults/repairs required
 - Report of all equipment not working properly
 - Report of any health and safety issues
 - Compliance with food hygiene regulations.
 - Ensure food is stored correctly and at correct temperatures.
- Record of all high-risk food temperatures on delivery and prior to service, if applicable
- Supporting with ordering and control of all stock.
- Ensure all kitchen equipment is regularly cleaned, reporting any faults/repairs required.
- Maintain a clean working environment as set out in the cleaning schedule by ensuring regular cleaning of all work surfaces, storerooms and ancillary areas.
- Clear tables, wash up, and other general cleaning duties.
- Undertake such other additional duties which may result from changing circumstances
- Working closely with our partner BABYZONE to offer a safe and healthy food option for parents and children aged 0 to 5 years old
- Ensuring flexibility to the catering team and being available to cover shifts and step up to fulfil the needs of the youth zone when other offers and events come up

This Catering role will come with the expectation of being available to support the team when opportunities of additional hours come available, to support the cover of annual leave and sickness.

OTHER RESPONSIBILITIES

- To be alert to issues of safeguarding child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided);
- To assist with any promotional activities and visits that take place at the Youth Zone;
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership;
- To adhere to Wigan Youth Zone policies at all times, with reference to Health and Safety, Child Protection and Equal Opportunities.
- To carry out any other duty with the Youth Zone provision and facility operations, and within the competencies of the post holder, as directed by your line manager or a senior manager.

WHAT YOU WILL NEED TO SUCCEED

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of commercial cooking – storing, handling, prep, cooking and serving	Essential
Experience of safety aspects with food hygiene and what is required in the workplace	Essential
Experience of working with young people	Desirable
Experience of supporting vulnerable young people who are disaffected, underachieving and / or have social / emotional barriers to participation	Desirable
Experience of working in a team and alongside volunteers	Desirable
Experience of dealing with safeguarding issues	Essential
SKILLS	
Ability to work with young people to engage and help them make better life choices and be approachable	Essential
Ability to develop good professional relationships with children, young people and adults	Essential
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential
Confident in working with young people	Essential
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	Essential
KNOWLEDGE AND UNDERSTANDING	
Knowledge and understanding of working in a commercial kitchen environment and the challenges / pressures of storing, handling, prep, cooking and serving safely and for a large volume of members	Essential
Understanding the principles of working with children and young people	Essential
Understanding of issues affecting young people's lives	Essential
Knowledge of Health and Safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Essential

SPECIAL REQUIREMENTS

- A willingness to work unsociable hours when required
- DBS clearance and committed to Safeguarding children
- The ability and willingness to travel to meetings and events both in the region and beyond

The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and business satisfactory references.

Please note that in line with our Safeguarding Policy, you must be age 21 or over to work in our Senior Sessions and 19+ to work on our Junior Sessions and Holiday Clubs. All applicants must also be inactive as members for at least 12 months.

WHAT IS WIGAN YOUTH ZONE?

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

WHAT DO YOU NEED TO DO NEXT?

Please complete our application form [here](#) and return to HR@wigan youthzone.org

76% OF OUR TEAM WOULD RECOMMEND
WIGAN YOUTH ZONE AS AN EMPLOYER TO
THEIR FAMILY AND FRIENDS