



Kitchen Assistant

Appointment Brief

Kitchen Assistant

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives. Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures. We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen. You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Simpson, Milton Keynes. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Company limited by guarantee in England no. 2888960
Registered charity no. 1033626
Patron. Milly Soames DL • President. The Countess Howe DL

INSPIRING YOUNG PEOPLE

Job Title

- Cleaner

Location

Action4Youth – The Caldecotte Xperience, Milton Keynes

Position in the Organisation

- Reports To: Chef
- Working With: The Caldecotte Staff Team

Main Purpose and Scope of the Role

- We are looking for a reliable and enthusiastic Kitchen Assistant to join the team at Action4Youth based at The Caldecotte Xperience, an outdoor activity centre for children and young people. The successful candidate will support the smooth running of the kitchen by assisting with food preparation, meal service, and maintaining high standards of cleanliness and hygiene throughout the kitchen environment.

Duties and Key Responsibilities

- Assist with basic food preparation such as washing, peeling, chopping, and preparing ingredients
- Support the kitchen Head Chef with meal service for children, staff, and group visitors
- Serve food in a friendly and efficient manner
- Wash up crockery, cutlery, utensils, and kitchen equipment
- Clean kitchen surfaces, floors, storage areas, and food preparation areas
- Ensure dining and serving areas are clean, tidy, and well stocked
- Follow food hygiene and health & safety procedures at all times
- Receive and store deliveries appropriately
- Dispose of waste and recycling correctly
- Report equipment faults, shortages, or health and safety concerns promptly
- Support with deep cleaning tasks and kitchen close-down procedures

General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.

- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by the CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification

- Previous experience in a kitchen, catering, or hospitality environment preferred

- Good communication skills and a positive attitude
- Ability to work efficiently in a busy environment
- Reliable, punctual, and flexible approach to work
- Good understanding of hygiene and cleanliness standards
- Ability to work independently and as part of a team
- Food Hygiene Certificate (Level 2 or willingness to obtain) – desirable
- Experience working in schools, residential centres, or catering for groups – desirable
- Enhanced DBS check or willingness to obtain one – desirable

Working Hours

Flexible shifts available, including mornings, evenings, weekends, and school holiday periods depending on operational needs. To be worked 5 days/week, 37 hours per week.

Contract and Salary

Zero-hour contract
£14.25 per hour

What We Offer

- Friendly and supportive working environment
- Opportunity to work in a unique outdoor activity setting
- Training and development opportunities
- The chance to contribute to positive experiences for children and young people

Equal Opportunities

Action4Youth is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to office@action4youth.org

If you would like an informal chat regarding the role, please speak to Elliot Paterson, Centre Manager on 0300 003 0998

Closing Date for Applications: Friday 29th May 2026 noon

Interview Date: Date TBC at the Caldecotte Xperience, Milton Keynes. MK6 3AG

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Telephone: 0300 003 2334

www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.