

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Kitchen Assistant
Location	Pilgrims Hospices, Ashford, TN24 0NE
Time Commitment	A regular commitment would be preferred. Specific times will be agreed with the Head Chef – daily shifts to be covered – 10.00am-2.00pm, 2.00pm-4.00pm, and 4.00pm-7.00pm. Attendance at weekends would also be welcomed.
Responsible To	Hospice Head Chef

PURPOSE OF THE ROLE

- Assisting our Hospice catering team to prepare and serve meals to ensure the delivery of high quality catering services for our patients, their families/carers, staff and visitors

KEY DUTIES AND RESPONSIBILITIES

Volunteers will assist the catering team in a variety of ways, including:

- Preparing sandwiches
- Preparing vegetables, salads and puddings
- Juicing soft fruits
- Baking cakes
- Preparing teas – either from prepared food or light meals
- Laying out and clearing away of tables
- Washing up, involving rinsing and using the dishwasher
- Taking and recording food temperatures
- Assisting with keeping the store room clean and tidy
- Assisting with stock rotation
- Helping with basic cleaning duties and maintaining high standards of hygiene
- Providing assistance catering for educational/training meetings and other events, as required

KEY SKILLS & PERSONAL QUALITIES

- Effective communication skills – able to listen, and interact with staff, patients and carers
- An understanding of the need to keep the food environment scrupulously clean
- Ability to work as part of a team and work independently as required, assisting staff and other volunteers as required
- Commitment, understanding the importance of providing a reliable service and informing an appropriate member of staff if unable to attend
- An ability to lift dishwasher trays in and out of the machine
- An ability to work within required Health and Safety guidelines
- A requirement to maintain strict levels of confidentiality
- Wear personal protective equipment, including safety shoes and apron provided at all times
- Must be willing to undertake a Basic Food Hygiene course

ESSENTIAL TRAINING REQUIREMENTS

- Formal organisational induction
- Role specific induction
- Infection control/hand hygiene
- Lone working, where applicable
- Basic Food Hygiene

WHAT WE CAN OFFER YOU
<ul style="list-style-type: none">• A friendly environment in which to volunteer• A chance to develop new skills• The opportunity to share your own skills and experiences• The opportunity to meet new people• The opportunity to make a positive difference to people within your community• A positive experience to add to your CV• A reference (subject to qualifying period and satisfactory attendance)