

## Volunteer Task Profile

### Catering Support Volunteer

Background	To work in the kitchen to help with the delivery of the catering provision within the Hospice and Bistro.
Role Title	Kitchen Support Volunteer
Line Manager (job title)	Catering Manager
Other key volunteering relationships	Cook Assistant Cook
You will need to be:	<ul style="list-style-type: none"> <li>• Able to work on own initiative and also work as part of a busy team.</li> <li>• Able to work in a clean safe manner.</li> <li>• Able to interact with nurses, healthcare assistants, patients and group participants</li> </ul>
You will need to have (skills):	<ul style="list-style-type: none"> <li>• Basic kitchen/food knowledge.</li> <li>• Good communication skills</li> </ul>
Qualifications, professional skills, and accreditations/memberships/registrations	<ul style="list-style-type: none"> <li>• None required</li> </ul>
Tasks include (but are not limited to):	<p>Report to staff member at start and end of shift</p> <p>Basic food preparation, eg. salads, sandwiches, vegetables, etc</p> <p>Keeping the kitchen clean and tidy. Supporting the Cooks to produce the meals for patients, staff and visitors.</p> <p>Support the refreshment needs of groups and activities in the wellbeing hub</p> <p>Deliver meals to the In Patient Unit</p>
Time commitment	<p>The kitchen is open every day from 8am to 6pm.</p> <p>Sessions are from 10am to 2pm and 4pm to 6pm. Volunteer should phone first to ensure they are needed that day.</p> <p>Minimum commitment one shift a week</p>
Disclosure required	Standard DBS
General Requirements	<p>Friendly, approachable, committed, enjoys working as part of a team.</p> <p>Must be willing to attend mandatory training</p> <p>Comply with St Teresa's Hospice Policies and Procedures</p> <p>All volunteers are required to provide proof of ID and satisfactory references</p>