

St Helena Hospice Volunteers

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Kitchen Helper
Department/Shop	Catering
Location	The Hospice, Myland Hall, Colchester
Reporting To	Catering Manager / Estates & Facilities Manager

All volunteers must be sympathetic to and be able to project the philosophy, vision and values of St Helena Hospice.

ROLE SUMMARY

To participate as a member of the Catering Team involved in the provision of all meals and other refreshments for patients, visitors and staff.

MAIN DUTIES OF THE ROLE

- Prepare vegetables, when requested by the cook.
- Load the dishwasher, and hand wash pots and pans.
- Take payments for food and drinks from staff, visitors and volunteers when required.
- Lay tables in the dining room, for meals when required.
- Set patient trays for breakfast, lunch and supper
- Replenish tea and coffee making facilities and keep area clean and tidy. Restock snack fridge in dining room
- Assist in kitchen cleaning duties as directed by the Cook.
- In conjunction with the Cook, ensure that all provisions are safely stored, so as to prevent contamination and minimise deterioration and to follow stock control and rotation.
- Empty bins and dispose of kitchen refuse, to the designated area.
- Ensure that Personal Hygiene, Kitchen Hygiene, Health & Safety, and Fire Regulations are adhered to at all times in accordance to Hospice Procedures.
- Undertake other duties as may be required by the cook on duty.

TRAINING & SUPERVISION

- Online health and safety training is mandatory
- Food Hygiene

EXPERIENCE & QUALIFICATIONS REQUIRED

- Previous catering experience useful but not essential.

PERSONAL QUALITIES

- Reliable, conscientious
- Professional manner

Contact Details	Volunteer Services Team
Telephone	01206 931466
Email	volunteer@sthelena.org.uk