**VOLUNTEER ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **Role**  | Volunteer Kitchen Assistant |
| **Location** | Age Concern Bracknell Forest Companion Centre |
| **Time Commitment** | 2 positions:Monday- Friday 9am-11amOrMonday – Friday 12.15pm – 2.15pm |
| **Responsible To** | Companion Centre Manager |

|  |
| --- |
| **PURPOSE OF THE ROLE** |
| Assisting our Companion Centre team to prepare and serve meals to ensure the delivery of high-quality catering services for our clients. |
| **KEY DUTIES AND RESPONSIBILITIES** |
| * Preparing teas / coffees
* Laying out and clearing away of tables
* Washing up, involving rinsing and using the dishwasher
* Taking and recording food temperatures
* Helping with basic cleaning duties and maintaining high standards of hygiene
 |
| **KEY EXPERIENCE, SKILLS & ATTRIBUTES**  |
| * Effective communication skills –able to listen, and interact with staff and clients.
* An understanding of the need to keep the food environment clean.
* Ability to work as part of a team and work independently as required, assisting staff 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 work within required Health and Safety guidelines
* A requirement to maintain strict levels of confidentiality
* Wear personal protective equipment.
 |
| **ESSENTIAL TRAINING REQUIREMENTS** |
| * Organisational Induction
* Role specific training including Health & Safety
* Mandatory and statutory training as and when required
 |
| **WHAT WE OFFER** |
| * The opportunity to use your skills to complement our work
* The chance to meet new people
* Be part of an enthusiastic team at the heart of your local community
 |