**VOLUNTEER ROLE DESCRIPTION**

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

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| **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 |