



'Supporting independence from alcohol and tackling homelessness'

Volunteer Role for General Helper: Kitchen Support

Responsible to: Syeda Akhtar (Volunteer Organiser)

Days: Flexible from Monday to Friday

Hours: 10.30-1.30pm

Duties/ Tasks:

- To prepare and serve hot and cold food to clients
- To serve refreshments and to clean up
- To provide a courteous and friendly service to clients, colleagues and agency partners
- To provide a befriending service to people who are marginalized and encourage social inclusion
- Other duties which commensurate within the post and informed by Senior Officers

Person specification

Skills/ experience/ knowledge/ behaviour:

- Good communication skills with people at all levels,
- Good team working skills
- Confident and reliable individual,
- Highly organised, committed and coupled with good time keeping skills essential;
- Must be trustworthy; volunteers will be working within ethical boundaries and abide by the Data Protection Act 1998.
- Resilient, can cope under pressure and in a challenging environment
- Completed a basic Food and Hygiene Course or willing to undergo training

Training and development

- You will be required to attend a Basic Food and Hygiene Course, if not done so already, to meet basic competencies to carry out the job effectively
- you may partake in further training and development opportunities to update your skills and experience
- You will be provided with on-going support and guidance by an experienced colleague which will enable you to build confidence and experience in this field of work
- You will have regular reviews with the Volunteer Organiser to ensure training and development needs are met.

