

Volunteer Role Description

Role	Kitchen Volunteer
Role summary	To help staff maintain the efficient running of the kitchen
Team role is based in	Catering within the Facilities Team
Time Commitment	<p>We have two different time commitments that we are looking to fill</p> <ul style="list-style-type: none"> • four hours once a week between 10am – 2pm Monday – Sunday • two and a half hours once a week between 4pm – 6.30pm Monday – Sunday
Location	You will be based at New Fair Havens Hospice, Prittlewell
What's in it for you?	<ul style="list-style-type: none"> • Named Volunteer Coordinator • The opportunity to develop new and existing skills and make a key contribution to the work of the hospices • Gaining hands on work experience within a professional organisation • The chance to be at the heart of your local community, meet new people and be part of an enthusiastic team • Regular support / catch ups • Agreed out of pocket travel expenses • Certificate of Volunteering on request

<p>What will I be doing</p>	<ul style="list-style-type: none"> • General kitchen duties including, washing up, replenishing stock, small cleaning duties, loading the dishwasher • Putting away deliveries of food • Undertaking food preparation • Undertaking any mandatory training which is in line with Havens Hospices policies and guidelines • Any duties that maybe designated by the Volunteer Coordinator
<p>Experience and qualifications</p>	<ul style="list-style-type: none"> • You will be good at following instructions • You will be flexible, friendly, willing to be part of a team and enjoy working in a kitchen environment • You will be able to cope well under pressure • You will need to be able to stand for a period of two/four hours • Understand and maintain confidentiality
<p>What you need to know</p>	<ul style="list-style-type: none"> • You will attend an informal interview. If you are successful, we will require <ul style="list-style-type: none"> ○ two satisfactory references to be returned for you ○ a satisfactory DBS check (police check) for certain roles ○ you to complete some recruitment paperwork ○ you to attend an induction session and any additional training relevant to the role ○ you to adhere to all our current policies and procedures ○ you to maintain dependable and regular communication • Due to the nature of our work and our duty of care to our patients and volunteers, we do have a policy in place around people applying to volunteer, who have experienced a close bereavement. This is looked at on an individual basis and will be discussed at the informal interview • There maybe contact with patients and their families



Havens
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Contact details	Volunteer Services 01702 426237 volunteering@havenshospices.org.uk
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