

Volunteer Role Description

Role	Kitchen Volunteer – Little Havens
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Role summary	Supporting with the running of the kitchen, preparing nutritious food for families, staff and volunteers
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Team role based in	Catering Team within Facilities
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Time Commitment	<p>We are looking for the following time commitments.</p> <p>Wednesday 10am - 2pm</p> <p>Thursday 4pm - 6:30pm</p> <p>Saturday (alternate) 10am-2pm</p>
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Location	You will be based at Little Havens , Benfleet
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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 organization • 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
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<p>What will I be doing?</p>	<ul style="list-style-type: none"> • Assisting the preparation of dinners, buffets, sandwiches and hot drinks for families or food preparation for special events and meetings • Setting the table, clearing away food trays, plates, cookery. Loading dishwashers and keeping the kitchen area tidy • Undertaking any Mandatory Training which is in line with Havens Hospices policies and guidelines • Any other duties designated by the Head Chef
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<p>Experience and qualifications</p>	<ul style="list-style-type: none"> • 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 and be able to stand for a period of time
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<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 • 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 may be some contact with patients and their families
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<p>Contact details</p>	<p>Volunteer Services 01702 426237 volunteering@havenshospices.org.uk</p>
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Havens
Hospices

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Making every day count.

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