

## Volunteer Role Description

<b>Role</b>	Kitchen Volunteer – Little Havens
-------------	-----------------------------------

<b>Role summary</b>	Supporting with the running of the kitchen, preparing nutritious food for families, staff and volunteers
---------------------	--

<b>Team role based in</b>	Catering Team within Facilities
---------------------------	---------------------------------

<b>Time Commitment</b>	<p>We are looking for the following time commitments.</p> <p>Wednesday 4pm- 6:30pm</p> <p>Thursday 4pm- 6:30pm</p> <p>Saturday 10am-2pm</p>
------------------------	---

<b>Location</b>	You will be based at Little Havens , Benfleet
-----------------	---

<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>• Named Volunteer Coordinator</li> <li>• The opportunity to develop new and existing skills and make a key contribution to the work of the hospices</li> <li>• Gaining hands on work experience within a professional organization</li> <li>• The chance to be at the heart of your local community, meet new people and be part of an enthusiastic team</li> <li>• Regular support / catch ups</li> <li>• Agreed out of pocket travel expenses</li> <li>• Certificate of Volunteering on request</li> </ul>
------------------------------	---

<p><b>What will I be doing?</b></p>	<ul style="list-style-type: none"> <li>• Assisting the preparation of dinners, buffets, sandwiches and hot drinks for families or food preparation for special events and meetings</li> <li>• Setting the table, clearing away food trays, plates, cookery. Loading dishwashers and keeping the kitchen area tidy</li> <li>• Undertaking any Mandatory Training which is in line with Havens Hospices policies and guidelines</li> <li>• Any other duties designated by the Head Chef</li> </ul>
-------------------------------------	--

<p><b>Experience and qualifications</b></p>	<ul style="list-style-type: none"> <li>• You will be flexible, friendly, willing to be part of a team and enjoy working in a kitchen environment.</li> <li>• You will be able to cope well under pressure and be able to stand for a period of time</li> </ul>
---	--

<p><b>What you need to know</b></p>	<ul style="list-style-type: none"> <li>• You will attend an informal interview. If you are successful, we will require</li> <li>• two satisfactory references to be returned for you</li> <li>• a satisfactory DBS check (police check) for certain roles</li> <li>• you to complete some recruitment paperwork</li> <li>• you to attend an induction session and any additional training relevant to the role</li> <li>• you to adhere to all our current policies and procedures</li> <li>• you to maintain dependable and regular communication</li> <li>• 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</li> <li>• There may be some contact with patients and their families</li> </ul>
-------------------------------------	--

<p><b>Contact details</b></p>	<p>Volunteer Services 01702 426237 volunteering@havenshospices.org.uk</p>
-------------------------------	---



Havens  
Hospices

--	--

Every one of us  
**Making every day count.**

Registered Charity Number 1022119