

KITCHEN SUPPORT VOLUNTEER

Role Description

Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.

Trust Links aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

Hours required: 10 AM to 1.00 PM on Mondays, Tuesdays, Wednesdays or Thursdays / Fridays at Thundersley (Minimum 1 day per week)

Location: Thundersley, Rochford or Shoeburyness

Reports to: Growing Together Team

PURPOSE OF THE ROLE:

To empower and support our members as they prepare food. You will be assisting our members in good food hygiene, food prep and supporting them in creating nutritious and healthy dinners.

The Volunteer will be required to:

- Undergo a DBS check
- Provide day to day direction and support for members of the Growing Together community garden project in the kitchen.
- Support the delivery of activities, especially with practical tasks
- Report issues, concerns and successes to project staff
- Work with the team to improve outcomes and wellbeing for project members and the broader community

MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE:

- To support members to produce simple but wholesome lunches for up to 18 people
- Support members to prepare for two tea breaks each day.

- To co-ordinate with other volunteers and staff to monitor and help organise food and cleaning supplies
- To co-ordinate with other volunteers and staff to change menus.
- Support members to perform their housekeeping and kitchen duties.
- Taking part in appropriate training and development activities
- Participate in volunteer meetings
- Notify Growing Together staff if you are unable to attend your regular session
- Ensure Health and Safety regulations are adhered to in line with Trust Links Health and Safety policy
- Ensure Safeguarding requirements are met in line with Trust Links Safeguarding policy and escalate concerns about the wellbeing of service users to appropriate staff members
- Maintain confidentiality
- Raise any issues affecting members with appropriate staff member
- Feedback to staff relevant information relating to members' progress and independence

Volunteers will need

- An interest in cooking
- Patience and understanding
- Be able to work as part of a friendly and busy team
- To be good humoured and approachable
- Level 2 Food Safety in Catering (this can be facilitated)
- Excellent communication and people skills
- Empathy and listening skills
- Commitment to self-development
- Willingness and commitment to undertake further training and development
- Commitment to the role
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm
- Team Work