

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

Role Title: Kitchen Helper

Reporting to: Catering Manager / Hospice Administrator

Principal Function: To participate as a member of the Catering Team involved in the provision of all meals and other refreshments for patients, visitors and staff.

Duties:

- When requested by the cook or Senior Cook, prepare sandwiches or vegetables.
- Loading the dishwasher or hand washing dishes.
- To take payments for food or drinks from patients, staff, visitors or volunteers when required.
- To lay tables for meals when required.
- To lay trays in evening for patients' breakfast.

- Replenish visitors' fridge with supplies when required.
- To assist in kitchen cleaning duties as directed by the Cook or Senior Cook.
- In conjunction with the Cook or Senior Cook ensure that all provisions are safely stored, so as to prevent contamination and minimise deterioration and to follow stock control and rotation.
- To move kitchen refuse to the Hospice refuse collection point.
- Ensure that Personal Hygiene, Kitchen Hygiene, Health & Safety, and Fire Regulations are adhered to at all times in accordance to Hospice Procedures.
- Undertake other duties as may be required by the Senior Cook or Cook on duty.

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<u>Location:</u>	Myland Hall Inpatient Unit, Barncroft Close, Highwoods, Colchester. Tendring Centre, Jackson Road Clacton
<u>Days / Hours:</u>	Monday to Friday
<u>Training:</u>	Full training will be provided which will include Manual Handling, Health and Safety and Food Hygiene.
<u>Qualifications, knowledge & experience:</u>	Previous experience useful but not essential.
<u>Personal Qualities:</u>	Reliable, conscientious, sense of humour.
<u>Statement:</u>	All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice
<u>Contact:</u>	Catering Manager / Hospice Administrator (01206) 845566 / (01255) 221222