



Volunteer Role Description

Role title	Volunteer Catering Assistant
Responsible to	Catering Manager
Supported by	Catering Team

St Leonard's Hospice provides care and support for local people with life limiting illnesses. The excellent quality of catering ensures that patients are given every opportunity to enjoy their meals and refreshments. The kitchen team take every care in presenting delicious, homemade food, in the level 5 rated kitchen.

When am I needed?

Volunteers are a valued part of our kitchen team; the kitchen operates between 7.30am and 6.30pm, 7 days per week so we can offer flexible shift patterns to suit the needs of the Hospice.

What will I be doing?

- Preparing vegetables
- Stocking up cupboards, shelves and fridges with supplies
- Using the dishwasher and keeping the kitchen tidy
- Cleaning catering equipment and the kitchen
- Serving staff customers in the dining room and using the till

What skills and qualities will I need?

- Ability to understand food hygiene and infection control policies
- Reliable and well organised
- Good sense of humour
- Stamina and physical flexibility
- Willing to get on with tasks independently, yet be able to take instructions
- Experience in a busy kitchen environment is welcome, but not essential
- Ability to maintain the highest levels of confidentiality
- Have a good understanding of personal and professional boundaries

How will I benefit from being a Volunteer Catering Assistant?

- Being part of a fun and friendly team
- The chance to use and develop your catering skills with experienced staff around you
- Training and support
- Feeling you are helping with the work of St Leonard's and therefore helping to improve the quality of life for patients

Support and Supervision

Volunteer Catering Assistants report to the Catering Manager who will provide you with full training, plan your duties, and liaise closely with you over all aspects of your role. The Volunteer Services Department staff will help with your induction and be your point of contact for general enquiries about volunteering.

Volunteers will be required to complete online training and attend in person meetings where appropriate.

For all Hospice based volunteering enquiries please contact the Volunteer Services Office on 01904 777765 or email volunteers@stleonardshospice.nhs.uk