



VOLUNTEER ROLE DESCRIPTION

SEDGLEY HUB KITCHEN ASSISTANT

Age UK Dudley appreciates your volunteering role and will do their best to make your volunteer experience enjoyable and rewarding.

Purpose of Role:

To provide assistance and support to the Sedgley Hub staff by helping with general kitchen duties and preparing light snacks and hot drinks.

Reporting to: Hub Supervisor

Location: Sedgley Hub

Duties and Responsibilities:

- *Engage with clients using the centre*
- *Prepare light snacks and hot drinks*
- *Ensure work surfaces remain clean*
- *Assist with washing up*
- *Stack and empty the dishwasher*
- *Serving supplied refreshments as required*
- *Maintain standards of food and kitchen hygiene*
- *Maintain standards in any food preparation and assist where required in food preparation*
- *Adhere to relevant Age UK Dudley policies and procedures*
- *To wear a personal identity badge whilst volunteering*
- *Represent the professional standards of the charity*

Person Specification:

- *A liking for and an empathy with older people*
- *Experience of serving food and food preparation (maybe at home)*
- *The ability to work as part of a team*
- *Good listening skills and an understanding of safety issues*
- *An understanding of the need for confidentiality*
- *Sense of humour*
- *Good timekeeping*

- *Reliability and trustworthiness*

Training Requirements:

- *Food and Hygiene*
- *Manual Handling*
- *Safeguarding*

Expenses:

- *Age UK Dudley will repay any agreed expenses (bus fares, etc) on production of receipts paid out in the course of journeys, so that you are not out of pocket. Travel expenses will be paid on a mileage basis for all authorised journeys undertaken.*
- *Lunch (If volunteering over lunchtime period)*