

### **Mission Statement**

*Age UK Plymouth exists to care for and work with older people and their carers in and around the City of Plymouth to improve their quality of life through the promotion of choice, opportunity and independence.*

### **Catering Assistant**

- To carry out general kitchen duties under the instruction and supervision of the Cook and/or Chef Manager
- To carry out general kitchen duties – such as laying tables, serving, clearing away and washing up
- To comply with food hygiene regulations (training will be given)
- To clean catering areas, ensuring a high standard of cleanliness
- To dispose of waste correctly
- To follow COSHH guidelines at all times, e.g. use of cleaning fluids and protective clothing (training will be given)
- To comply with the Age UK Plymouth's policies and procedures
- To log all volunteer hours on Charity Log, our CRM System (training provided)
- To undertake other ad-hoc duties as and when requested

### **What Skills does a Catering Assistant need?**

A Catering Assistant needs:

- Ability to work as part of a team
- Understanding of and empathy with older people
- Reliability and trustworthiness
- Willingness to attend Induction Course and undertake training appropriate to the role
- Patience
- Good Communication Skills
- Friendly

If you feel you have, or could develop with training and support, the above skills we would welcome your application. If you feel unsure and would like to ask any questions, then please call us on 01752 256020 and ask for the volunteer department.

**Hours of work**

Flexible throughout 7 days a week between 7.00am and 7.00pm

Flexibility is required to help out at events, such as Lunch Clubs. You may be required to work in all our Age UK Plymouth sites.

**Responsible to**

Cook and Chef Manager

***What training do we provide?***

Successful applicants would need to complete online training relating to GDPR, Dementia, PPE, COVID and Equality and Diversity. These sessions are all delivered via e-learning and can therefore be completed remotely. You will also be required to undergo COSHH and other H&S training relevant to your role.

***What is our commitment to you?***

- We will provide initial and ongoing training to help you develop your knowledge and skills.
- We will continue to support you in your role, providing information and advice as necessary.
- We will discuss with you any problems you may have with your role.
- We will discuss with you any concerns we may have about the way you carry out your role.
- We will reimburse reasonable, approved out of pocket expenses including parking, mileage and cost of bus travel.

***What is the next step?***

Complete and return the volunteer application form with the names of 2 referees, to Age UK Plymouth. Application forms will then be used to select suitable applicants to interview.