

Volunteering with Wakefield Hospice...

## Role Description:

### Wakefield Hospice Catering Volunteer

**Volunteer role in:** Catering Department

**Volunteer responsible to:** Catering Supervisor / Salaried staff

**Volunteering location:** Wakefield Hospice

**Supported by:** Catering Supervisor / Salaried Staff / Volunteer Services

#### Summary of Role:

To assist the catering team as required.

#### Usual role hours/shift:

Monday - Friday 9am-4pm (morning and afternoon shifts available)

#### Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Catering team or the Volunteer Services department as soon as possible.

#### Volunteers may be asked to help with:

- Washing up, clearing all kitchen areas
- Cleaning of surfaces and equipment in accordance with Food Hygiene regulations
- Ensuring all equipment is clean and put away correctly
- Taking clean crockery, cutlery etc. to the ward kitchen
- Food and drinks service to visitors using the Chapel Bistro
- Assisting with stock checks

#### Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

### Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

### Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training
- Food Safety and Hygiene Level 2 (Online course, provided by the hospice)
- DBS check required before starting in role

### Person Specification / skills required

Volunteers in this role must be physically fit and adaptable. They should be in good general health and should make the catering supervisor aware of any changes which may affect or be affected by their duties. PPE will be issued for catering work.

**To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.**

Email: [vs@wakefieldhospice.co.uk](mailto:vs@wakefieldhospice.co.uk)

Post: FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS