

**Volunteer Kitchen Assistant**

|  |  |
| --- | --- |
| Role title | Kitchen Assistant |
| Responsible to | Head Cook |
| Location | Wigan and Leigh Hospice |
| Purpose of role | Assist the Catering Team to provide a quality food service to patients, staff, volunteers, and visitors. |
| When role to be carried out | Monday-Friday 8.30am-1.30pm |

**Confidentiality:**

Volunteers will be subject to the Hospice Confidentiality Policy and to the requirements of the Data Protection Act (1998) and General Data Protection Regulation, thus maintaining the confidentiality of all information obtained while volunteering for Wigan & Leigh Hospice.

You will also be subject to a Disclosure and Barring Service check.

**Main Responsibilities**

* Assist in the general cleaning and tidying of the kitchen.
* Washing of crockery using the commercial dishwasher.
* Washing of pans.
* Cleaning of machines, catering equipment, furniture, fittings and surfaces as required.
* Cleaning of food trolleys after each meal.
* Role model the Hospice core values of Compassion, Accessibility, Respect and Excellence

**Training and support**

* Undertake the necessary mandatory training provided for this role.

**Personal skills**

* Ability to communicate well in a variety of situations.
* Caring, compassionate and respectful nature.
* Have a calm disposition and be friendly and approachable.
* Trustworthy and reliable.
* Good listening skills.