



## **Volunteer – Food Service (Dining & Kitchen Support)**

**Role Purpose:** To support the delivery of food service by assisting with dining, drinks service, kitchen tasks and pot washing, helping to create a welcoming, safe and hygienic environment for service users.

### **Summary of Duties**

- Arrive at agreed times and inform Volunteer Co-ordinator in advance if unable to attend.
- Welcome service users in a friendly, respectful and non-judgemental manner.

### **Food & Drinks Service**

- Set up and clear down counters for hot and cold drinks.
- Serve drinks and support general food service.
- Set up tables and dining areas before service.
- Assist with waiting on tables and clearing food and crockery.
- Maintain trolley supplies and support smooth service delivery.

### **Kitchen Support**

- Assist with basic food preparation, cooking and plating up meals.
- Help prepare and bag takeaway meals.
- Ensure stock is used efficiently and stored safely
- Keep areas clean and tidy throughout using a clean as you go approach

### **Cleaning**

- Collect used dishes and cutlery.
- Wash dishes in line with hygiene standards.
- Keep washing and kitchen areas clean and organised.
- Return clean items to the correct storage areas.
- Empty bins and clean spills as required.

### **General Duties**

- Assist with setting up of areas before food service and with cleaning down, including sweeping and mopping of floors
- Move and store deliveries where required.
- Maintain a clean, safe and tidy environment at all times.
- Follow all instructions and agreed procedures from staff.
- Comply with all Good Shepherd policies and procedures, including:
  - Health and Safety
  - Food Hygiene regulations
  - Safe lifting and handling (training provided)

### **Role Requirements**

- Good communication skills and able to work as part of a team.
- Positive, flexible and willing to support across different tasks.
- Able to work in a fast-paced environment.
- Physically able to stand for periods of time and undertake light to moderate manual tasks.



- Basic awareness of hygiene standards (training provided where needed).

**Hours:** Monday and Fridays between 11am – 2pm – hours can be flexible