



# Volunteer Role Outline

Catering Assistant

*William & Patricia Venton Centre*

## **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.*

## **Main Duties:**

- To carry out general kitchen duties under the instruction and supervision of the Assistant Cook and/or Catering Manager
- To carry out general kitchen duties - such as laying tables, serving, clearing away and washing up
- To assist in preparing and serving the mid-day meal
- 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 undertake other ad-hoc duties as and when requested

## **Person Specification:**

- 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

## **Hours of work:**

Kitchen hours are normally 10am to 2.00pm - Ideally a minimum of one session a week is required

## **Responsible to:**

Assistant Cook and Catering Manager

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