

VOLUNTEER ROLE TITLE: KITCHEN ASSISTANT

TITLE: Kitchen Assistant
REPORTS TO: Volunteer Coordinator
PLACEMENT: Torfaen and Blaenau Gwent Mind
BASED AT: Wellbeing Centre (Pontypool)/Phoenix Project (Brynmaur)

MAIN PURPOSE OF THE POST

To contribute to the smooth running of kitchen facilities for Torfaen and Blaenau Gwent Mind services, in order to contribute to the health and wellbeing of people that access the centre whilst ensuring a very high standard of cleanliness and hygiene.

PRINCIPAL RESPONSIBILITIES

1. To promote healthy eating and positive wellbeing.
2. To assist centre staff and other volunteers to plan, prepare and provide food to people that access the centre.
3. To shop for items for the planned daily menu.
4. Serving food to customers.
5. Take money and give change.
6. To clean the kitchen after each use and periodically deep clean the kitchen; work surfaces, kitchen appliances, mop floor, clean storage shelves...
7. To ensure that all used food containers are disposed of appropriately and environmentally.
8. To contribute to and maintain, a safe, secure and hygienic environment in accordance with health & safety legislation and basic hygiene procedures.
9. To undertake, as required, basic record keeping including reporting verbally on issues that may arise: Open/Close procedures...
10. To contribute to the protection of individuals from abuse.

OTHER FEATURES OF THE POST

1. To build a rapport with people who access Torfaen and Blaenau Gwent Mind services whilst maintaining appropriate professional boundaries.
2. To communicate and liaise with other volunteers, staff and line manager.
3. To participate in support/information/Full staff meetings/Team Meetings/one to one supervision sessions.
4. Attend relevant courses/workshops/mandatory training in order to enhance and encourage personal development.
5. To promote a positive image of mental health and Torfaen and Blaenau Gwent Mind to other agencies and the general public.
6. To work alongside and as part of a team.
7. Occasionally and dependant on service development, you may be called upon to take on other tasks which may involve a change of venue.
8. You may be expected to become involved with and help organise activities and events. You will be expected to encourage the participation of members and work along-side other volunteers in all stages of this process.
9. To be a positive role model.

ROLE/PERSON SPECIFICATION

ESSENTIAL

Understanding, Knowledge and Attitude

- An understanding of establishing a balanced diet and promoting healthy eating.
- A good understanding of household budgeting and basic life skills: cooking, cleaning, shopping.
- Understand how to empower others.
- Good interpersonal skills, with the ability to build and maintain relationships.
- An understanding of equal opportunities.
- An understanding of confidentiality.
- Maintain clear and accurate records.
- Conscientious and reliable.
- Friendly and approachable.
- A knowledge of health and food safety legislation and be able to follow it.
- A willingness to be flexible.

Skills and Experience

- Experience of working in a kitchen setting.
- Be committed to the provision of a high quality service.
- Ability to follow health & safety guidelines.
- To be able to prioritise workload and to work on own initiative.
- Ability to stay calm and in-control in challenging situations.
- Ability to build self-confidence and self-esteem.
- Experience of working as part of a team.
- Ability to operate cleaning equipment safely.
- Ability to prioritise workload and to use your own initiative.
- Good problem solving skills

DESIRABLE:

- Basic first aid.
- Previous experience of working in a community setting.
- An understanding of mental health issues and the needs of people with mental health problems or vulnerable adults.

Other Requirements:

- The post holder will be expected to attend any appropriate training courses and conferences which could mean nights away from home.
- **Time commitment:** We require a minimum of 6 months.
Hours/Days to be discussed as based on availability and need.
Mon – Fri and occasional weekends
Wellbeing Centre 9.55am-2.35pm/Phoenix Project 10.55-2.35pm
- **Location to be Confirmed:** Wellbeing Centre (Pontypool) / Phoenix Project (Brynmaur)
- **Age Requirement:** None
- **Dress Code:** Smart Casual
- **References:** One reference required
- **Police check:** Due to volunteering in close proximity with vulnerable adults/children, an enhanced disclosure barring service check will be required.
- **Health:** Physically fit

Benefits:

1. Development of team and leadership skills.
2. Access to training to further personal development.
3. Meeting a challenge.
4. Personal self development and satisfaction.
5. Pathways to further employment.
6. Experience of working in mental health.
7. Improvement/Development of communication and social skills.
8. Protective clothing.
9. Out of pocket expenses will be reimbursed.
10. Lunch if volunteering all day.
11. Access to a reward system.