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| Role Title: | **Lunch Co-ordinator** |
| Location: | Jackson-Barstow House, 28 Thornbury Road, Uphill, BS23 4YQ |
| Suggested Involvement: | Tuesdays / Wednesdays from 10am until 2pm |
| Line Manager: | Paul Williams, Chef Manager (01934 423982) |
| Purpose of role: | To assist with the preparation and serving of lunches to Day Hospice patients. Ensure that the kitchen is kept clean and tidy and all equipment used is returned to the original location. Assist in the collection of menus. Stock fridge within In-Patient Unit. |
| Main Tasks: | Prepare drinks tray with wine / soft drinksPrepare baskets of bread and butterPrepare table for patientsPrepare any accompaniments required for lunchFamiliarise the menu selections and assist the Day Hospice servers with lunchAssist the kitchen staff with cleaning the kitchen, returning Day Hospice equipment to the dining room  |
| Experience and/or skills: | ***For this role, ideally you would****:*• Have a basic understanding of a working kitchen• Able to use initiative• Good communicator• Able to work in a team | ***We ask all our volunteers to:**** Be reliable
* Have a warm, friendly, adaptable, caring approach
* Be open-minded and tolerant of different lifestyles and values
* Be able to work within personal and organisational boundaries
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| Induction and Training: | Induction and training with Line ManagerStatutory / mandatory training as required for roleOrientation to be attended or film viewed |
| Expenses: | We will reimburse you with any agreed out of pocket expenses incurred whilst carrying out this volunteer role in line with Weston Hospicecare’s expenses policy. |
| Practical considerations: | * This is a volunteer role with no contractual obligations.
* This role is subject to a standard level DBS check.
* Weston Hospicecare has a no smoking policy (Inc. vaping/e-cigarettes) throughout the organisation, including all retail locations and hospice vehicles.
* Adhere to all health and safety and fire regulations, and to co-operate with the charity in maintaining good standards of health and safety.
* Promote and sustain a responsible attitude towards equal opportunities and diversity within the charity
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