

Job Description: Kitchen Volunteer

Post objectives: The post holder will be required to assist with the preparation and serving of snacks

Hours: To be agreed - Kitchen open 9.30am - 4.30pm

Reports to: Kitchen Co-ordinator & Finance & Facilities Manager

Description of key duties

- 🕒 To assist in the preparation of food
- 🕒 To assist in the serving of snacks to clients, staff and others and the setting and clearing of tables.
- 🕒 To assist in the preparation and serving of beverages to staff, clients and others
- 🕒 To wash and dry kitchen pots/utensils and ensure their proper storage.
- 🕒 To clean the kitchen area (floors, cookers etc.).
- 🕒 To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed. To report any problems to the Kitchen Manager.
- 🕒 Assist in stock taking and storage of stock, including checking deliveries
- 🕒 Attending training courses as appropriate.
- 🕒 The post holder is part of a team whose aim is to promote the general wellbeing of service users and may be required to work with the client in the kitchen as appropriate
- 🕒 To carry out any other reasonable duties within the overall function of the job.

Duties and Responsibilities - General

1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities.
2. It will be necessary to work with information technology and associated systems in accordance with County Council policies.
3. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
4. To carry out the duties and responsibilities of the post in compliance with Glasgow City Council's equal opportunities policies.
5. To maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. To understand and comply with Glasgow City Council's environmental policies.
7. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification

	Essential	Desirable
Organisational Skills:		
Able to work on own or as part of a team	✓	
Creative and enthusiastic	✓	
Excellent time management	✓	
Communication Skills:		
Articulate	✓	
Ability to communicate well with a wide range of people	✓	
Good written communication skills	✓	
People Skills:		
Listening skills	✓	
Diplomacy and discretion	✓	
Qualifications:		
Willingness to undertake further training if required	✓	