



Hamelin Trust

Supporting Individuals with Disabilities and their Carers

VOLUNTEER ROLE DESCRIPTION

Post Title: Cook (Volunteer)

Accountable to: Service Manager – Gowlands

Location: Gowlands, Sutton Road, Rochford, Essex SS4 1XS

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.

Purpose of Role

You will be assisting with the preparation and cooking of meals for our guests and staff at our Adult Respite Service based in Rochford in accordance with the planned menu. Helping to prepare meals in accordance with our guests' diet cards to accommodate any specific dietary requirements and food likes/dislikes. We plan a varied menu of meals to ensure that healthy eating is established and maintained using fresh produce.

A background in catering and a food hygiene certificate would be an advantage for this role, but training will be provided if necessary.

Outline of Main Activities

- To help prepare and cook simple home cooking for our residents and staff group.
- To help with keeping the kitchen a safe and hygienic place to work, and to leave the kitchen clean and tidy - i.e. washing down work surfaces, cleaning sinks, loading and unloading of dishwasher, wiping out the microwave, cleaning the cooker, emptying the kitchen bin, sweeping and washing kitchen floor. The freezer also needs to be regularly defrosted.
- Planning meals on a weekly basis to ensure a variety of food groups and a balance of healthy eating is established.

Other related activities may include

- To assist in the rotation of food stocks. To check that all food stuff in the fridge is in date and to dispose of any foodstuff over 24 hours old saved from the previous day.
- To help with ensuring that there is adequate food kept at Gowlands at all times, shopping for provisions when required.
- To comply with all Health & Safety Guidelines in relation to food safety and working within the guidelines of Food Standards Agency (Safer Food Better Business).

Safeguarding

- All volunteers must be mindful of the need to safeguard service users, abide by the Hamelin Trust Safeguarding policy and ensure that any concerns are reported to the senior member of staff on shift.