



Volunteer Role Description

Role Title:

Friendship Fridays Kitchen Volunteer.

Location:

Disability Equality North West offices, 103 – 104 Church Street, Preston.

Hours:

3 hours per shift (initially Fridays 12.30 – 3.30pm).

Purpose:

To provide a quality service in the kitchen and eating areas in the Lesley Finley room.

Position in Organisation:

Reporting to the staff member on duty in Lesley Finley room or Reception and liaising with other staff and volunteers.

Key Duties are to:

- To serve refreshments and pre prepared meals and snacks.
- To maintain a clean and hygienic kitchen area.
- To collect used cups, cutlery and plates from tables.
- To wash and dry used cups, cutlery and plates.
- To clean and sanitise tables after use.
- To empty trash and recycling bins.
- To check stock and make staff aware of shortages.
- To follow Personal, Health and Safety and Food regulations.
- To follow all Disability Equality North West policy and procedures.

Key personal attributes required:

- Good communication skills.
- Able to make teas, coffees and serve food and snacks.
- Friendly.
- Reliable.
- Able to follow instructions.
- Good personal hygiene.
- Patient.
- Good time keeping.

Standards of dress:

As you will come into contact with customers and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. You should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times. Any further dress (such as aprons, headwear etc.) will be provided by Disability Equality North West.

Induction Training:

- Introduction to Disability Equality North West.
- The Social Model of Disability.
- Food hygiene training if required.
- Customer service training if required.

Other Requirements:

- Two references (from non-family members).
- A Disclosure and Barring Service (DBS) clearance.

To discuss the role further and to find out more how to apply, please contact Project Administrator dean@disability-equality.org.uk or one of the Project Workers on Tel: 01772 558863 option 2.