



## Volunteer – Kitchen

### Purpose of the Role

- Assist the Catering Manager to cook home-style nutritious, tasty meals for Hopewell's residents, in a safe, professional manner.
- Be aware of residents changing nutritional needs and dietary requirements..
- Assist in catering for Hospice functions as required.

### Reports to and Accountable to:

Works under the direction of the Catering Manager

### Key Responsibilities

- Follow the work place accredited food safety program.
- Meet residents changing dietary needs whilst respecting their and their family's wishes.
- In the absence of the Catering Manager, liaise daily with nursing staff in regard to each resident's dietary requirements.
- Prepare, cook, present and deliver residents food and provide a high standard of quality and hospitality, according to the hospice menu.
- Observe safe manual handling and handling of hazardous substances at all times.

### Key Competencies

- Be of reasonable fitness and health
- Basic cooking skills desirable
- Willingness to work as a team member and to communicate effectively with staff, volunteers, residents and visitors
- Evidence of being tolerant, patient and respectful of those in care
- Ability to work independently without close and constant supervision
- Interest in on-going education as it relates to Palliative Care

### Tasks Associated with the Role of Kitchen Volunteer

- Attend food safety, fire and evacuation drills and training.
- Complete Cleaning Checklists and lodge with the appropriate person
- Follow all kitchen policies and procedures such as:
  - a. Ensure kitchen linen is taken to the laundry daily
  - b. Ensure dishwasher is drained and filters cleaned at the end of shift.
  - c. Maintain confidentiality of all residents and staff at all times.
- Complete daily and weekly checklists for cleaning and sanitisation.
- Maintain a high standard of personal hygiene at all times, and wash hands regularly.
- Complete any extra duties or instruction assigned by Catering Manager or Hospice Manager .
- Ensure appropriate cleaning and monitoring in accordance with the Food Safety Plan
- Ensure food is heated correctly to the desired temperature
- Post warning signs where surfaces are damp or slippery
- Follow required operation and maintenance procedures related to all equipment used



## Hopewell Hospice Services – HR Human Resources

Approved: Executive Director

Effective Date: 11/2013

Review Date: 11/2016

HR 4.4.6-13 (PD)

- Use equipment in a safe manner, and advise the Catering Manager of maintenance and repairs as needed
- Inform the Catering Manager or Hopewell Staff if you are unwell and unable to complete your shift
- Do not come to Hopewell, if you are not well

### **Work co-operatively with others**

- Carry out work tasks within a planned team approach, at the direction of the Catering Manager.

### **Maintain safe working environment**

- Maintain safe working environment and follow safe practices at all times
- Raise concerns about the working environment with an appropriate person
- Identify areas of need for further training in regard to catering issues and services
- Develop skills through attending relevant training and development activities

### **Estimated Hours of Work**

4 hour shifts, weekly, fortnightly or monthly or as agreed with the Volunteer Coordinator/  
Hospice Manager/ Housekeeper

I have read and understood the above and agree to abide by it.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_