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## Catering Support Volunteer Role Description

### Volunteer Role Purpose

To cook, prepare and/or serve food to approximately 30 YMCA supported living residents. Volunteers may wish to be considered for one, some or all, of these tasks. For those wishing to cook, YMCA MK will provide a basic food larder from which meals can be produced.

Volunteers will ensure that quality and service standards are always maintained, whilst adhering to food safety policy and maintaining a safe, comfortable and friendly environment.

### Volunteer qualities

We are looking for empathetic individuals who have good customer service skills.

Volunteers need to be committed to dedicating a minimum amount of time with the YMCA MK (agreed with the appropriate manager), be reliable and consistent.

We have a diverse resident base so representation from all areas of society, faiths and cultures is highly welcomed. The most important thing is you are able to interact with young people from all different backgrounds and respect varying views and beliefs to those of your own.

We are looking for individuals with knowledge of health and safety, and in particular food safety, or those willing to learn. All volunteers cooking must have or gain a level 3 Food Health and Hygiene Certificate.

Volunteers must be able to work using their own initiative, but follow instructions and guidance laid out by paid staff members.

We need confident, self-motivated, proactive volunteers who are excellent at building relationships and are practical to the needs of the young people who live at YMCA MK.

### Duties and Responsibilities:



Here for young people  
Here for communities  
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE

## **1 Food Preparation & Cooking**

- 1.1 Produce a healthy, balanced meal for up to 30 residents from a food larder of ingredients. The meal plan will need to take note of what has already been served during that week to ensure variety for the young people in stage 1 of our accommodation.
- 1.2 Ensure that food is prepared and served adhering to strict food safety procedures, including, but not limited to, using the correct equipment, and recording accurate temperatures.
- 1.3 Ensure that stock is rotated, waste is recorded and items going out of date the next day are disposed of.

## **2 Serving**

- 2.1 Ensure food is served to residents in a timely and structured manner, as per agreement with staff team on duty.
- 2.2 Carry out checks during service to ensure food remains at the correct temperature.
- 2.3 Ensure allergen and dietary information sheets are completed daily and displayed on the serving counter.

## **3 Cleaning**

- 3.1 Ensure all equipment, plates, cutlery and other catering items are washed and then sanitised, as per the cleaning work instruction.
  - 3.2 Ensure the café is left presentable and ready for the next day.
  - 3.3 Wash floors and sanitise work surfaces.
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