



## **JOB DESCRIPTION**

**Job Title:** Volunteer Kitchen Assistant  
**Responsible to:** Session Leader  
**Location:** Based in Maidstone or Ashford  
**Hours:** A regular 4 hour session per week

### **Job Outline**

**The purpose of this role is to support the Session Leader in the delivery of multi-family therapeutic sessions, by assisting in the preparation of meals/snacks to be shared within the group. This is one of the activities offered to our families and a key element of the session.**

### **Key Responsibilities**

- To attend pre-session briefing, lay out cooking equipment and ingredients needed for the session.
- To follow all instructions given by the Session Leader/Family Caseworkers during the pre- session briefing.
- To work alongside session staff, volunteers and attending families in assisting (when necessary) with the preparation of ingredients and cooking meals to be shared **before** the end of the family session.
- To help create simple, healthy, nutritious, mostly vegetarian meals from ingredients including fresh vegetables from the DT gardens.
- To bake bread and cakes (low sugar), prepared with, or by, the families.
- To lay tables, set out meals and share in serving food for attendees.
- To clear up and clean the table and kitchen after the session.
- To clear up and manage food waste to compost facility or bins.
- To leave kitchen prepared for following sessions.
- To check stock levels of basic food items (eg baking ingredients) and list those items that need replenishing, passing list to Case Worker/ Facilities Coordinator.
- To maintain the highest standards of food safety and ensure all food safety and hygiene procedures are followed.

**NB The role will require the completion of a number of mandatory training courses including the food hygiene and safety online course: Food Safety and Hygiene for Catering (Level 2) V3.0**

## **Skills and Competencies**

- Experience of cooking for large groups of people
- An ability to adapt recipes according to the availability of ingredients
- Excellent time management to ensure meals are ready during each family session
- Flexibility and a 'can-do' attitude as plans may change
- Experience of cooking with children
- A kind, non-judgemental approach and a sensitivity to the issues that impact the behaviour of children
- Patience and understanding of the families we work with
- Honest, trustworthy and reliable and a commitment to the role
- An understanding of health, safety and security requirements relating to the role
- Ability to work well as part of a team or under own initiative
- Good communication skills and ability to interact with a wide variety of people
- Commitment and understanding of Dandelion Time's values

## **Team working**

- Keep up to date with and implement Dandelion Time policies and procedures attending mandatory training when required
- Maintain a sensitive and professional approach towards colleagues and our vulnerable families, mindful of confidentiality and anti-discriminatory practices
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues and clients
- To undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives

## **Other requirements**

This post requires regular screening by the Disclosure and Barring Service (DBS).

This role description will be reviewed from time to time and may be updated depending on the changing needs of the organisation