

Community Hub Kitchen Assistant - Role Description

You might be thinking, what's a "Kitchen Assistant"? It's a person with the energy and time to invest in our Community Hub, serving free hot drinks to our local community and creating a safe and welcoming space to support and empower local people, +making them feel comfortable and connected.

Role Title	Community Hub Kitchen Assistant
Minimum Time Commitment	<p>Wednesdays</p> <ul style="list-style-type: none"> • 11am – 2pm • 3-6 months minimum commitment
Location	Community Hub, The Renewal Programme, 395 High St. N. E12 6PG.
	<p>The Renewal Programme is a well-established and respected local charity based in the London Borough of Newham. We support those who are facing multiple challenges - they might be a carer, migrant or refugee without access to public funds, suffering with homelessness, experiencing poverty, or unable to communicate in English. We empower people to reach their full potential through offering advocacy, education, temporary accommodation and a wide range of positive activities. We support over 3000 people a year and have been working with Newham communities for over 50 years.</p> <p><u>Our vision</u> Vibrant and integrated Newham communities where everyone has access to suitable jobs, homes, health and education.</p> <p><u>Our mission</u> To stand alongside those who struggle by inspiring hope and offering opportunities for connection, growth and progress.</p> <p><u>Our values</u> DIGNITY - Treating everyone with kindness and respect. INCLUSION - A community where everyone belongs. COLLABORATION - Working together to achieve more. EMPOWERMENT - Co-creating opportunities for positive change.</p>

The Role

Through the Renewal Programme's Community Meal, we aim to create a safe space for local people who might be facing a variety of challenges, where they can get a free hot meal, socialise and feel connected. The area is part of our Community Hub and takes place alongside other services we offer such as our foodbank, digital hub, and advice sessions.

We are looking for a dynamic, creative and positive volunteer. You will be volunteering as part of a team, working to create a safe and welcoming environment for the people attending the Community Hub and helping our busy cooking team keep the kitchen clean and safe during the meal service. There is the potential in this role to receive training to join the cooking team if you would like. We encourage each volunteer to bring their own ideas, personality and skills to the table.

The volunteer's tasks include:

- Setting up the hall for meal service including moving tables and chairs.
- Washing up and using the dishwasher for plates, glasses and cutlery
- Making all participants feel welcome by greeting them warmly and thanking them when they return their dishes
- Socialising with the attendees and getting to know them.
- Ensuring Food Hygiene requirements are respected throughout the sessions.
- Ensuring the coffee area and kitchen are always clean and safe.
- Leaving the kitchen and hall clean and tidy, including managing waste
- Putting away tables and chairs at the end of the service

In this session you'll help attendees:

- Find a safe space where they can relax, feel comfortable and welcome
- Improve their physical and mental health & well-being

Our service users are the focus of our organisation, some are potentially vulnerable and many have complex needs. For these reasons, we ask that all volunteers complete a reference and DBS check.

Skills & Experience

Personal qualities most suited to the role:

- Have a strong sense of responsibility regarding food hygiene and general health and safety
- Have an interest in hospitality, customer-service, food service
- Communicate well with diverse groups of people, being open minded and non-judgmental (speaking communities' languages is a bonus!)
- Be easily approachable and friendly
- Be reliable and a good time keeper
- Good communication skills, being sociable, cheerful, and courteous

	<ul style="list-style-type: none"> ● Be able to recognise and work within personal and organisational boundaries ● Good level of fitness and mobility - moving equipment, operating the dishwasher and extended time on your feet are all core parts of this role ● An enthusiasm for being part of a team <p>Desirable criteria:</p> <ul style="list-style-type: none"> ● Experience working in customer service/ hospitality ● Experience working with vulnerable adults ● Ability to take initiative and work independently and as part of a team ● Knowledge of community language
<p>Benefits, Training and Support</p>	<p>What will The Renewal Programme provide?</p> <ul style="list-style-type: none"> ● Information and training related to your volunteer role including training to move into cooking role after 6 months ● Support, advice and guidance, from the Volunteer Coordinator. ● Join a growing volunteer community. ● We will pay any agreed out of pocket expenses and you will receive free lunch during your shift.
<p>Essential</p>	<ul style="list-style-type: none"> ● Must be 18+ ● You will need to be DBS and reference checked ● You will have to complete a Food Hygiene level 2 training
<p>Report to:</p>	<p>Community Hub Manager/Volunteer Coordinator</p>