

Daylight Centre Fellowship

Job Description: Volunteer Catering Assistant

Main Purpose	To help keep the kitchen areas clean and tidy and assisting in the preparation of food whilst adhering to Food Safety Hygiene protocols.
Responsible to	The Centre Coordinator
Days and Hours of work	To be agreed with the Centre Coordinator

Duties

1. To assist in the preparation of healthy and nutritious meals for DCF clients, whilst adhering to Food Safety Hygiene protocols.
2. To ensure the kitchen and pantry areas are kept clean and tidy
3. To assist in ensuring that all food items are kept and served at safe temperatures and keeping the appropriate records.
4. To assist in monitoring the temperatures of the freezers and refrigerators and keeping the appropriate records.
5. To ensure that all pots, pans, crockery and cutlery are cleaned using the kitchen equipment.
6. To ensure that all equipment is stored correctly and all foods are stored in the correct areas at the end of service.
7. To ensure that all surfaces and appliances are cleaned down at the end of each service.
8. To ensure that all food waste is disposed of correctly.
9. To recycle as much packaging as possible.
10. Ensure that all food items are in date and stock is rotated during storage
11. To make sure that the floor is swept and mopped after each service.

General

12. Undertake relevant training, and other relevant duties, as required by the Coordinator.

THE END