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# Volunteer Profile

## Volunteer Kitchen Assistant

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Each of our seven Centres for the Community runs a kitchen which prepares freshly cooked lunches for our visitors as well as for our Meals on Wheels service. Volunteer assistants support our kitchen staff with meal preparation as well as general kitchen duties.

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### What does this role involve?

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- Helping to kitchen staff with preparing sandwiches/salads for centre visitors and our Meals on Wheels service.
- Helping to serve Meals on Wheels into insulated containers ready for collection by drivers.
- General washing up and cleaning duties.

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### Where is this role based and when will I be needed?

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Our Centres are located across Elmbridge, in Claygate, Cobham, Hersham, Molesey, Thames Ditton, Walton and Weybridge.

The kitchens open to prepare lunches at 9am and close at 12pm. We are cooking lunches Monday to Friday so you can choose the mornings which work best for you.

Our volunteers generally work by rota, taking the same shift each week or every other week.

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### Who will I report to?

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The Centre Cook will give you your duties in the kitchen each day and be there to supervise during your shift.

The Centre Manager is also available if you have any queries or concerns whilst volunteering with us.



**Elmbridge**  
Borough Council

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## Who would this role be suitable for?

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This role would be ideal for someone who:

- enjoys cooking
- wants to support their local community
- enjoys working as part of a team
- wants to gain experience working in the food service/catering industry

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## Are there any requirements for this role?

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A knowledge of basic food preparation is desirable for this role. The kitchens are often busy so you might also need to be prepared to be on your feet for most of your shift!

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## Will I have to do any training?

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As part of your induction you'll cover basic food hygiene, and staff will always be on hand to support you with whatever tasks you're given.

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## Will I need a DBS check?

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A disclosure and barring service (DBS) check is not required for this role.

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## This sounds like the role for me! How do I apply?

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If you've decided on a role that's right for you, you can contact our Volunteer Coordinator on 01372 474 552 or email [commservices@elbridge.gov.uk](mailto:commservices@elbridge.gov.uk). They will then arrange a meeting with you to discuss what you would like to get out of the role and take you through the application and DBS process. Please note that for all our volunteers we require two references, either from an employer or a character reference from someone who knows you.