

## SWAN KITCHENS CATERING VOLUNTEER

There are different available in the café and catering service and volunteers can select one of these roles, or a combination of the roles, upon the advice and guidance of the Volunteer Co-ordinator and/or the Catering Co-ordinator.

### KITCHEN PORTER ROLE

#### What you'll do:

You'll help to keep a kitchen running smoothly by making sure everything is clean, tidy, safe and hygienic.

Your day-to-day duties could include:

- Unloading deliveries
- Organising the storeroom
- Collecting and washing pots, pans, plates and cutlery
- Getting pots, pans plates and cutlery back into use quickly
- Washing and disinfecting kitchen appliances, work surfaces, floors and walls
- Making sure kitchen equipment is properly stored
- Removing and recycling waste from the kitchen
- You might also help with basic food preparation

### FRONT OF HOUSE ASSISTANT

#### What you'll do:

Your day-to-day tasks include:

- Greeting customers as they arrive
- Serving food and drinks
- Make sure tables are clean and tidy
- Assist with food safety documentation (for example cleaning schedules, temperature checks)
- Packing and labelling food items
- Assisting with food and drink display
- You will also be on hand to answer any questions and make sure that customers enjoy their experience

### FOOD PREP ASSISTANT

#### What you'll do:

Your day-to-day duties include:

- Supporting chefs in a specific work section, i.e. working on desserts or soup
- Washing, peeling and preparing food items
- Using a variety of kitchen equipment such as mixers, special knives and cutters
- Unloading and assisting with deliveries
- Organising food and equipment storage
- Assisting with the maintenance of the cleaning schedule
- Completing kitchen documentation, such as allergen paperwork and temperature checks

## LOGISTICS SUPPORT

### What you'll do:

Your day-to-day duties include:

- Drive outside catering orders to locations across Manchester
- Take steps to avoid quality control issues during delivery and at location
- Oversee inventory of equipment and stock required
- Review costs of fuel/parking
- Loading and unloading of vehicle
- Research locations and travelling time beforehand in order to reduce the possibility of delay

## ADMINISTRATOR

### What you'll do:

Your day-to-day duties include:

- Update existing systems for data collection, for example – record takings and stock sold
- Provide admin support for outside catering service
- File food safety paperwork

## SUPERVISOR / LEARNING MENTOR

### What you'll do:

Your day-to-day duties may include:

- Support the catering service placement students and volunteers with practical activities in the kitchen, including cookery
- Provide support to front of house operations, assisting with customer service and overseeing quality
- Communicate with the Catering Coordinator regarding staff and task management in the kitchen to ensure the kitchen works efficiently
- Assist with induction paperwork to help train new volunteers and placement students into the catering service
- Provide support to the Catering Coordinator with monitoring the progress of placement students and completing paperwork and observations