

# THAMES CHASE



## Voluntary help – Forest Centre

### Job role for voluntary worker

The main aim of the volunteer is to provide complementary assistance to the staff and to work as a team with other volunteers.

#### **Health and hygiene**

Attend basic health and hygiene courses. Adhere to strict health and hygiene practises (ref: The Food Hygiene Handbook pages 55/56).

#### **Safety**

Use the kitchen equipment in a safe and responsible manner.  
Ensure there are no safety hazards (ref: Thames Chase Health and Safety Policy).

#### **Kitchen / café / shop / entrances**

Prepare food and drink as per menu after relevant training.  
Record temperatures on freezers/refrigerators and clean as required.  
Ensure display cabinets, work surfaces, bins and all kitchen equipment are kept clean and tidy.  
Clear/ clean tables and use dishwasher.  
Master the till and serve customers confidently.  
Keep shop shelves clean and well stocked.  
Vacuum carpets, sweep patio areas, mop floor, wipe finger marks off windows.  
Recycle waste in the correct bags.

#### **Toilets**

Check and clean toilets, wash basins and floor on a regular basis.  
Restock towels, soap and paper as required.  
Date and sign daily cleaning record.

#### **General**

Keep café, shop and toilets clean, welcoming and safe.  
Be helpful and friendly towards members of the public.  
Publicise future events and hand out leaflets.  
Respect the environment.

#### **Training**

Training will be given as required in house or on accredited courses.

Volunteers are responsible to the Forest Centre Manager.