

St Elizabeth Hospice

Volunteer Role Description



Role: Baker

Location: Moments café – Heath Road / Stowmarket / Ipswich Town Hall

Staff Member Link: Moments café manager

Purpose of Role and Service

To assist the team in our Moments café in baking cakes and savoury items for customers, maintaining a high standard of hygiene and food safety.

Hours

Flexible

Key Activities

- Helping to prepare and bake cakes and savoury items, following recipes provided.
- Label and date products appropriately
- Attention to detail and strive for perfection
- Comply with food hygiene and safety requirements
- Maintain high bake quality
- Maintaining high standards of cleaning
- Promote a safe working environment
- To report any injuries or hazards and fill in an accident form

Organisational Responsibilities

- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Last review by Staff Member Link :

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E – Catering skills	
Knowledge and Experience	E - Team Work E - Baking experience D - Health and Safety	
Attitudes and Values	E - Able to work in a group E - Polite and well presented E - Good personal hygiene E - Able to work independently	
Qualifications and Training	D - Food hygiene D - Manual Handling	ELfH Modules - Roles and Responsibilities Communications (Customer Service) Conflict Resolution (inc Lone working) Health, Safety and Infection Prevention and Control Data Security Awareness (GDPR) Moving and Assisting (Moving and Handling things) Fire Safety Equality, Diversity & Human Rights Safeguarding Adults Bluestream modules – COSHH Other - Food Safety Booklet Food hygiene Manual Handling