



For better  
mental health  
**Mind in Camden**

## **Role description: Catering Volunteer**

Mind in Camden offers training and assessment in the Foundation Certificate in food hygiene to all Catering Volunteers.

### **Role Purpose:**

The Catering Volunteer will prepare a variety of good quality nutritional meals for users of Mind in Camden Day Services (approximately 35-40 per meal). The volunteer will work alongside other Catering Volunteers as part of a small team with the support of a Catering Co-coordinator. Catering for the day services are provided as bases in Camden Town, Swiss Cottage, and King's Cross.

This role will include:

- Preparation of meals at cost price per head.
- To consult with the catering co-coordinator on the menus provided and prepare meals accordingly.
- To use catering supplies as agreed with the Catering Co-ordinator in accordance with allocated budgets.
- To maintain an awareness of and ensure compliance with all relevant health and safety, environmental health, and food hygiene standards at all times.
- To wash pots, pans, dishes, etc. and ensure that the kitchen is clean and tidy at all times.

During volunteering, you will be expected to:

- Work in accordance with Mind in Camden's policies and procedures.
- Keep accurate records.
- Report to your supervisor.
- Take part in occasional team meetings.

Mind in Camden's volunteer handbook outlines the basics, which will be covered in your induction and training. Any other general policies, as well as the day services specific policies and procedures that are relevant to your role will also be covered in your induction training.

**Skills and experience required:**

Prior to training and induction, volunteers should have:

- Basic catering skills
- A non-judgemental approach to people.
- Basic literacy and good communication skills.
- An ability to take part in the Foundation Certificate in food hygiene.
- Ability to maintain a clean kitchen environment.
- An acceptance of the need for supervision.

**Commitment:**

Mind in Camden requires that Catering Volunteers offer:

- At least 4 hours per week of volunteering.
- 6-12 months of service.
- Participation in the Foundation Certificate in food hygiene.

**November 2007**