

**Role Description**

**Volunteering Role:** Volunteer Cook

**When:** Weekdays

**Where:** Office based within Luton town centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About us**

Stepping Stones is a registered charity dedicated to enabling women to transform their lives and reach their full potential. We empower and inspire women to make positive choices, creating a better future for themselves, their children, their families and the communities in which they live.

Our services meet the ‘specific needs of vulnerable women, in particular, women who are experiencing trauma; usually as a result of abuse, those with children with concurrent issues and those with mental health and other risk factors, such as substance misuse or offending behaviour.

We deliver a wide range of services including group programmes, one to one work, Parenting courses and advocacy.

Alongside this, Stepping Stones has an Ofsted registered Childcare service to enable women to leave their children in a safe and happy environment whilst they receive support. On a daily basis we provide healthy, nutritious snacks and lunch for the children attending our centre and within our kitchen we also prepare food for some of the group programmes attended by our adult clients.

**The role**

As a volunteer cook you will prepare and serve nutritious fresh meals in line with Stepping Stones guidelines and food hygiene regulations.

Key duties include:

* Providing healthy snacks meals that are within budget and which are prepared and served to the right number of people at the right time.
* Helping to plan menus in consultation with the Childcare Manager, clients and other staff.
* Helping to plan shopping requirements for agreed meals.
* Helping to purchase ingredients, ensuring new and open food items are stored in line with food hygiene requirements.
* Maintain kitchen cleanliness, as per the kitchen schedule, ensuring the kitchen and dining room is clean and tidy at the beginning and end of each session.
* Work within current food hygiene regulations and Stepping Stones policies throughout all work in the kitchen.
* Maintain records in accordance with Stepping Stones policies and food hygiene regulations. This includes in relation to purchasing, transport and storage of food. As well as kitchen cleanliness and food temperatures.
* During quieter periods in the kitchen, support our wider work by considering and working with the team to develop ideas which make use of the kitchen space and/or promote healthy eating to our wider clients.

**What skills and qualities do I need?**

* Conscientious and responsible. Our kitchen roles are important. At all times we must ensure food prepared is safe to eat and that we appropriately adjust meals to meet their dietary requirements of our clients and their children. Failure to do this could have significant consequences. It is critical that both paid and volunteer team members follow guidance consistently, have good attention to detail and keep accurate records.
* A level two food hygiene certificate would be advantageous. However, we are able to support volunteers to obtain this training if required.
* Experience in cooking different types of food for different amounts of people.
* An ability to plan meals, and follow recipes accurately.
* Clean and tidy, taking pride in personal appearance and the overall cleanliness of the kitchen.
* An awareness of the challenges that women may face in realising their potential and a commitment to empowering women to overcome these challenges. We particularly welcome applications from women who have direct experiences of overcoming abuse and trauma, substance misuse, mental health or offending.
* Reliable.
* Literacy and numeracy skills - able to calculate costs of meals, scale up or down recipe volumes, record activity accurately etc.

**What commitment do I need to make?**

* We would like you to be able to commit to volunteering for at least two hours a week for at least two months.
* This will be a time based around your availability which we will agree with you. However, because the kitchen provides morning snacks and lunch, the majority of the activity would occur in the morning/lunchtime period.
* You must be able to support some or all of the tasks above. You will mutually agree these with your volunteer supervisor.
* You must be able to attend our initial volunteer training and kitchen induction and be able to commit to top up sessions once a quarter. Dependant on your previous experience there may be other training we will ask you to complete with us.
* **What support will I receive?**
* A training and development plan which consists of:
  + A taster to the organisation and initial induction
  + Volunteer initial training
  + Access to wider training – including quarterly volunteer professional development events, as well as the potential to access wider training attended by Stepping Stones staff/volunteers
  + An individual personal development plan, aiming to support you to achieve your own aspirations
* Regular support from your volunteer supervisor.
* An ability to learn from and work with others in the team.
* Volunteer travel expenses and agreed expenses incurred as part of the role are reimbursed.

**How do I apply to help?**

Please contact [hello@steppingstonesluton.org.uk](mailto:hello@steppingstonesluton.org.uk) or ring 01582 457114 to arrange a time to informally drop in to chat about how we might work together.

Alternatively, please complete the application form below and return it to the above email address or by post to:

Stepping Stones Luton

9A George Street West

Luton

LU1 2BJ

Please note, the role is subject to two satisfactory references.