



Registered Charity 803525

Kitchen/Front of House Volunteer Role Description



Shuttlewood Clarke Foundation, Ulverscroft Manor, Priory Lane, Markfield, LE67 9GB

About this role

At Ulverscroft Manor we host groups of individuals living with disabilities or illness, along with their carers, to spend a rejuvenating day with us. Our guests can enjoy a peaceful countryside escape, a delicious two-course home-cooked lunch, and a warm, welcoming atmosphere that feels like a home away from home.

Our volunteers are integral in us in providing this care, we are looking for individuals who can support both the kitchen and front of house team, making the dining area inviting, supporting our kitchen staff and helping to make our guests feel welcome.

What's involved:

- Setting the tables for lunch
- Welcoming guests to the Manor
- Serving meals to our guests
- Serving refreshments to guests in the morning and afternoon
- Chatting to visitors/guests
- Washing pots, pans and using the dishwasher
- Selling items from the small charity shop and ra

selling items from the small charity shop and selling raffle tickets.

Skills and Qualities needed:

- Trustworthy, reliable, punctual and committed
- Presentable with a positive and friendly attitude
- Enjoy working in a team kitchen environment
- Have a sympathetic and caring attitude towards our guests & their needs
- A level of fitness to cope with standing, walking carrying trays with food



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You will not be asked to

- Use dangerous or complicated machinery
- Please be advised that this is not a caring role.

Time Commitment

Volunteers are asked to make a regular commitment. We are seeking volunteers for the following days:

- Tuesdays
- Alternate Wednesdays

Training

Training and support will be provided.

All volunteers need to become conversant with the food hygiene regulations and, where appropriate, implement emergency fire, evacuation and accident procedures in line with the Health and Safety Policy.

How to apply

To find out more, and express an interest in the role, please contact our volunteer co-ordinator by emailing hello@shuttlewood-clarke.org or by phone on 01530 244914 or click on the QR code below.

