**Community Chef volunteer - Role Description**

You might be thinking, what’s a “Community Chef volunteer”? It’s a person with the energy and time to invest in our Community Hub, cooking hot meals to our local community and creating a safe and welcoming space to support and empower local people, making them feel comfortable and connected.

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| **Role Title** | Community Chef volunteer |
| **Minimum Time Commitment**  | Wednesdays * 10.00 AM – 2 PM
* 3-6 months minimum commitment
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| **Location**  | Community Hub, The Renewal Programme, 395 High St. N. E12 6PG.  |
|  | The Renewal Programme is a well-established and respected local charity based in the London Borough of Newham. We support those who are facing multiple challenges - they might be a carer, migrant or refugee without access to public funds, suffering with homelessness, experiencing poverty, or unable to communicate in English. We empower people to reach their full potential through offering advocacy, education, temporary accommodation and a wide range of positive activities. We support over 3000 people a year and have been working with Newham communities for over 50 years. Our visionVibrant and integrated Newham communities where everyone has access to suitable jobs, homes, health and education.Our mission To stand alongside those who struggle by inspiring hope and offering opportunities for connection, growth and progress. Our values DIGNITY - Treating everyone with kindness and respect. INCLUSION - A community where everyone belongs. COLLABORATION - Working together to achieve more.EMPOWERMENT - Co-creating opportunities for positive change.  |
| **The Role**  | Through the Renewal Programme’s Community Hub coffee area, we aim to create a safe space for local people who might be facing a variety of challenges, where they can get a free hot drink, socialise and feel connected. The area is part of our Community Hub and takes place alongside other services we offer such as our foodbank, digital hub, and advice sessions. We are looking for a dynamic, creative and positive volunteer. You will be volunteering as part of a team, working to create a safe and welcoming environment for the people attending the Community Hub: welcoming attendees, serving drinks, preparing light refreshments and cleaning. We encourage each volunteer to bring their own ideas, personality and skills to the table.**The volunteer’s tasks include:** * Planning a recipe and shopping list for each week session.
* Cooking one meal each week in a team of volunteers, meal will be served for up to 15 people.
* Recipes will be international, inspired from our community members
* Serving hot meal during the session.
* Cleaning the kitchen after each session.
* Making all participants feel welcome by greeting them warmly, talking to them and offering them refreshments.
* Socialising with the attendees and getting to know them.
* Ensuring Food Hygiene requirements are respected throughout the sessions.
* Ensuring the coffee area and kitchen are always clean and safe.
* Managing stock, sending the shopping list to a Community Hub manager for each session and ensuring all food items are stored according to health and safety rules.
* Leaving the kitchen and hall clean and tidy, including managing waste.

 **In this session you’ll help attendees:** * Find a safe space where they can relax and feel comfortable
* Improve their physical and mental health well-being

Our service users are the focus of our organisation, some are potentially vulnerable and many have complex needs. For these reasons, we ask that all volunteers complete a reference and DBS check.  |
| **Skills & Experience**  | **Personal qualities most suited to the role:** * Have a strong sense of responsibility regarding food hygiene and general health and safety
* Have an interest in hospitality, customer-service, food
* Have good cooking skills (including planning recipes and quantities needed for large groups)
* Communicate well with diverse groups of people, being open minded and non-judgmental (speaking communities' languages is a bonus!)
* Be easily approachable and friendly
* Be reliable and a good timekeeper
* Be an excellent listener, enthusiastic, and patient
* Have a flexible approach, be able to adapt to change
* Be able to recognise and work within personal and organisational boundaries
* Willing to work without direct supervision
* Have good problem-solving skills
* Being creative

**Desirable criteria:** * Experience working in customer service/ hospitality
* Experience working in a kitchen serving food for large groups
* Experience working with vulnerable adults
* Ability to take initiative and work independently and as part of a team
* Knowledge of community language
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| **Benefits, Training and Support**  | **What will The Renewal Programme provide?** * Information and training related to your volunteer role
* Support, advice and guidance, from the Volunteer Coordinator.
* Join a growing volunteer community.
* We will pay any agreed out of pocket expenses.
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| **Essential** | * Must be 18+
* You will need to be DBS and reference checked
* You will have to complete a Food Hygiene level 2 training
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| **Report to:**  | Community Hub Manager/Volunteer Coordinator |