

DRIFTWOOD CAFÉ

VOLUNTEER

LINE MANAGER: Catering Coordinator

LOCATION: St Luke's Hospice, Turnchapel

DESCRIPTION OF ACTIVITIES

ACTIVITIES FOR PATIENTS' ON THE WARDS

- To collect dirty water jugs and glasses from the wards and replace with fresh ones.
- To place food in cabinets and chiller unit, as soon as it arrives from the kitchen.
- To prepare and serve patients' teas and coffees, cutlery, salt and pepper pots, trays in mid-morning, afternoon or at supper as appropriate (depending upon shift).
- To prepare and serve patients' drinks (spirits) trolley mid-morning.
- To help kitchen staff and nurses to serve lunches or suppers.
- To collect all dirty dishes from the wards onto a trolley.

ACTIVITIES AT THE DRIFTWOOD CAFE

- To work on the Driftwood Café, serving visitors, patients and staff.
- To ensure the correct handling of money to both till and customer.
- To keep dishes going into the dishwasher and to generally tidy up.

OTHER DUTIES

- To adhere to hygiene requirements: to wash your hands at the beginning of your shift and throughout the shift as required and wear a clean tabard.
- To attend all mandatory training offered by the hospice.
- To contact your Line Manager should you not be able to cover your shift, giving ample notice, so that cover can be arranged.
- At all times to maintain the confidentiality of information in respect of patients.

St Luke's Volunteer Services

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