

# Volunteer role description

This is an outline of what your role will involve – you will have the opportunity to discuss this in more detail at your recruitment meeting.

Role Title	
Refreshment and Catering Volunteer	
Location	How often
Marie Curie Hospice	3-4 hours a week
How long	Minimum age
Minimum of 6 months	16 years
Disclosure checks	Is driving essential for the role?
Yes	No

## Why we need your help

Marie Curie is dedicated to providing quality care and support to all our patients. As part of this, we are looking for Refreshment and Catering Volunteers to help serve meals and/or refreshments to patients on the wards.

### What we need you to do

Your role will include some of, but is not restricted to, the following tasks:

- Prepare the drinks trolley
- Serve meals and/or drinks to patients, with friendliness and courtesy
- Top up drinking water jugs with ice and water
- Collect patient meal trays and used crockery, rinsing and loading them into the dishwasher
- Keep ward kitchen, and family room / other communal areas clean and tidy
- Help with other related tasks when necessary

### What skills or experience do you need?

- A pleasant and caring manner
- Good listening skills
- An understanding of the importance of confidentiality
- The ability to work independently
- Reliability and commitment to the role

### What we can offer you:

- An excellent opportunity to build on your skills in a charity environment
- An induction, training, support and supervision in your role
- Agreed reasonable out-of-pocket expenses

### What we ask of you:

- To provide two references from non-family members and other relevant documents related to the role
- To keep to all the charity's policies and guidelines
- To complete an induction and any training related to the role

**Marie Curie is committed to safeguarding and promoting the welfare of patients and their families and expects all staff and volunteers to share this commitment. Marie Curie will treat all volunteers fairly and with respect. We will not discriminate on the basis of disability, ethnicity, marital status, pregnancy or maternity, sex (i.e. gender), sexual orientation, religion or faith, or gender reassignment. We will not discriminate on the basis of age, unless the responsibilities of a role require us to do so in order to safeguard our volunteers and/or service users.**

For more information or if you have any questions regarding this volunteer role, please contact the Volunteer Operations Centre on [volunteering@mariecurie.org.uk](mailto:volunteering@mariecurie.org.uk) or on **0800 304 7032**.

### For internal use only

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