



be seen  
be heard  
belong



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## VOLUNTEER PACK:

### DISCOVERY CATERING VOLUNTEER

#### **About bemix (formerly Skillnet Group)**

We are people with and without learning difficulties and/or autism in Kent working together to achieve equality.

bemix is a social enterprise with charitable status. We ensure that all our profit is put back into supporting the work we do.

- We support people with learning difficulties and/or autism to speak up, make choices and become powerful and influential. We support them to gain opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.
- We support people to hear, respect and empower people with learning difficulties and/or autism.
- We promote positive action to challenge negative attitudes about disability.
- We work with local communities so that people with learning difficulties and/or autism become fully included and no longer segregated.

## Background to this role

Discovery Catering is a group where we get together to learn about cooking. We meet every Tuesday from 10am – 4pm at Westgate Hall, Canterbury. We think about food and plan seasonal vegan and vegetarian meals. We prepare the food and cook it. We learn about keeping the kitchen clean and safe. We taste different foods and make lots of different things, like vegan sausage rolls and cakes. We share what we have learnt by serving food for the community at our monthly pop-up cafes.

We are looking for a volunteer to help support us during our monthly pop-up cafes. The role will also include greeting customers, serving food along with our group members and taking payment at the pop-up cafes.

The role is a great opportunity for someone with a love of cooking to share their skills and/or learn more about vegetarian and vegan cooking. As part of the team, you will receive training on Food Safety (and achieve a Level 2 Award in Food Safety). You will also get lunch each Tuesday and be welcomed into a friendly group of people, working to create strong links within the community.

As a volunteer for bemix you are also part of our wider social movement, working to achieve equality for people with learning difficulties and/or autism.

## Role and responsibilities

**Main aim:** To support the group members prepare and serve vegetarian and vegan meals, including greeting customers and taking payment for meals at our monthly pop-up cafe.

**Location:** Westgate Hall, Canterbury City Centre.

**Salary:** This position is unpaid.

**Expenses:** Reasonable travel expenses can be reimbursed. Please let us know details about where you will be travelling from and how much this will cost, when you apply.

**Hours:** Between 4 to 6 hours per month. 10am – 2pm / 4pm. Working with the Discovery Catering team one day each month, on a Tuesday.

**Start date and Duration:** To start as soon as possible, once DBS and References have been received and continue on an ongoing basis subject to regular reviews.

**Supervision:** Project Lead, Discovery Catering (Karen Franczak)

**Main responsibilities may include:**

1. Support people with learning difficulties and/or autism to independently undertake food preparation, cooking and serving customers.
2. Working as part of a team to keep the kitchen and dining area safe and clean, and supporting people with learning difficulties and/or autism to also be fully involved in doing this.
3. Support the group members to greet customers, prepare food and serve customers during the monthly pop-up cafes.
4. Work as part of the team to provide excellent food and service.
5. Work with the group to build confidence. As well as publicising and promoting the monthly cafes.

Apply online here: <https://www.bemix.org/apply-to-volunteer>

**Applications close midnight, Monday 22nd April 2024**

**We will do our best to let you know the outcome of your application by the end of the day on Monday 29th April 2024.**

## **Person Specification**

### **Essential**

Have an interest in, or experience of, supporting people with a learning difficulty and/or autism

Have an interest in, or experience of, cooking and baking – in particular, vegan and vegetarian cookery.

Be organised and keep your diary up-to-date.

Be calm and patient with a good sense of humour.

Able to work with people flexibly to adapt to the needs of a team.

You can be proactive in your approach whilst still supporting the group members to achieve a task without taking over.

### **Very important**

A basic understanding of food hygiene and the ability to put this into practice (full training will be given).

Understand about Equality and Diversity and put these ideas into practice.

Reliable and punctual. Someone who does what they say they will do.

### **Desirable**

An interest in building links and relationships in the local community.

Experience of cooking vegetarian and vegan food, and teaching other people how to do this.

## **For more information contact:**

Karen Franczak – Project Lead, Discovery Catering

[recruitment@bemix.org](mailto:recruitment@bemix.org)

## **Information about bemix Safer Recruitment practice**

Every organisation that works alongside and supports children, young people and vulnerable adults is required to have policies and procedures to make sure those children and vulnerable adults are safe. bemix has robust recruitment and selection procedures in place to identify and deter people who might abuse others or are otherwise unsuitable for employment.

Please take the time to read our safeguarding statement which follows:

“bemix is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We strive to ensure that consistent effective safeguarding procedures are in place to support families, children and staff in our projects and in work placements.

The Designated Safeguarding Leads (DSLs) are Helena Jennings – for young people and Steve Perry for Adults, who can be contacted directly or use the dedicated email: [safeguarding@bemix.org](mailto:safeguarding@bemix.org).

bemix has policies and procedures in place which all colleagues are expected to work alongside, to effectively manage child protection, protection of vulnerable adults and safeguarding concerns. To support the training of colleagues, bemix offers a thorough induction into our policies and procedures and mandatory Safeguarding and Prevent training for all colleagues. Training opportunities are identified to ensure that colleagues are able to meet the needs of young people and adults, this includes Safer recruitment and Child Sexual Exploitation training.

All colleagues working alongside bemix use a secure platform (Podio) to record safeguarding concerns, with the DSLs ensuring relevant colleagues only have access to the entry in line with GDPR and our Safeguarding procedures.

To promote a safe environment for young people and adults at bemix, our selection and recruitment policy includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks as well as seeking references from previous employers.

Attendance is monitored closely and concerns are shared as appropriate with everyone involved, from young people, adults and parents/carers, Social Care and the school Safeguarding Team.”

### **Criminal Record Self Disclosure**

As part of our Safer Recruitment procedure and to comply with Keeping Children Safe in Education, it is the policy of bemix that all applicants will be required to complete a Criminal Record self-disclosure form as part of the application process. This is a declaration that states that there is no reason why someone applying for a job role with bemix should be considered unsuitable to work with children or vulnerable adults. The self-disclosure form invites candidates to provide details of all unspent convictions, spent convictions and cautions that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Candidates are not required to disclose anything that would currently be filtered from the Police National Computer by the Disclosure and Barring Service. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The Criminal Record Self-Disclosure form is confidential and will not be seen by recruiting managers unless the applicant has been successfully short-listed for the vacant post.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice. All applicants are required to sign and date the declaration.

Completed self-disclosure forms are returned electronically and stored securely, in a confidential on-line workspace. All information provided will be treated as confidential and managed in line with relevant information/data protection legislation.

## **DBS**

A new Disclosure and Barring Service application will be made, or update service check will be carried out (if appropriate) when a person joins (or returns to) the bemix workforce, including anyone taking on a volunteer role.

## **Right to Work**

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – those invited will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced. The candidate's original documents must be checked, and a signed and dated copy retained in line with bemix's recruitment and retention policy. The Home Office [Right to Work Checklist](#) shows the acceptable identity documentation as currently defined by the Home Office.

## **Referencing**

As part of our Safer Recruitment practice, it is bemix's policy to request references from current and former employers or places of volunteering, following a successful offer to join the bemix team

A conditional offer of volunteering may be made, and this will be on condition of satisfactory references and appropriate level of Disclosure and Barring Service check being applied for and received by bemix.