**Kitchen Coordinator**

Bristol Refugee Rights run a Welcome Centre at Malcolm X to provide a place of safety and solidarity for asylum seekers and refugees in Bristol.

Every Thursday we provide a hot meal to approximately 100 refugees and asylum seekers. We’re looking for someone who can help ensure the smooth running of the Thursday lunch team, with less input from staff. Being part of the kitchen team is a great way to meet and chat with members and volunteers, while keeping this key aspect of the centre running.

**Volunteers need to be:**

* Available Thursdays 9.15 am until 1.15 pm **or** 1.15 pm until 4.30
* Able to make 6 months commitment to the role
* Committed to attending training and occasional meetings
* Complete weekly rota in advance for key roles in the kitchen
* Keep track of any ingredients or equipment needed
* Liaise with Welcome Centre manager on issues such as food hygiene and budget\*
* Carry out a 121 check-in once a year for each member of the team
* Support any new volunteers joining the team
* Keeping staff informed about the team, especially any issues, incidents or concerns
* Committed to BRR’s ethos and values and recognising the importance of working within our policies and procedures

**Volunteers will get from this role:**

* To play a key part in a vibrant and supportive community
* Work with Asylum Seekers and Refugees
* Knowledge of other services that exist to support ASR’s in Bristol
* Experience of working in a busy community kitchen
* The opportunity to meet and form friendships with people from all over the world

**What we provide:**

* An induction and ongoing relevant training for your role.
* Regular volunteer meetings and support.
* References after a suitable period of volunteering experience
* The opportunity to meet and form friendships with people from all over the world
* Training in the UK Asylum process and other informal training opportunities
* Expenses payments for costs incurred whilst volunteering

\*As Welcome Centre Manager, Alice Cutler still holds overall responsibility for the kitchen at BRR. Ensuring that everyone know about food hygiene and health and safety lies with her. As does responsibility for the budget, so all non-routine purchases should be checked with her first.