

The People's Kitchen is a totally volunteer-led organisation and our work would not be possible without the support of volunteers.



They play a crucial role in working directly or indirectly for homeless people, providing administrative support or raising crucial funds.

If you would like to volunteer at The People's Kitchen, please fill in our application form. By completing the form you will be agreeing to the guidelines set by The People's Kitchen.

Personal Details

Name / Title _____

Address _____

Post code _____

Email _____ Telephone No. _____

Date of birth _____ Gender: Male / Female

Please note that it is Kitchen policy that we do not accept volunteers less than 18 years of age.

Employment status

Please tell us your present employment status

School pupil / Student Employed Unemployed Retired

Emergency contacts

Please give details of persons we can contact in an emergency situation

Name _____ Telephone _____

Name _____ Telephone _____

Referees

Please give the details of two people whom we may contact for reference purposes. These should not be persons to whom you are related.

Referee One

Name / Title _____

Address _____

Telephone _____

Referee Two

Name / Title _____

Telephone _____

Please note that because some of our clients are vulnerable adults, in the event of your being accepted to volunteer with us, we will require you to proceed with application for Criminal Records Bureau checking, after a 6 weeks probationary period, during which you will attend as a “visitor” This will be done at our expense.

Do you suffer from any medical condition or take any medication that should be divulged to the team leader for any emergency situation? Yes / No

Details:

Skills and Experience

Please tell us about your skills and experience

Why volunteer?

Please tell us why you would like to join one of our teams at The People's Kitchen

When would you be able to volunteer? Morning / afternoon / evening

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Jobs

Is there a particular area you would like to be considered for, or something different you think you could offer the Kitchen which would enhance the provision to our clients?

Van driving		Client information desk		Purchasing	
Food preparation		Events team		Ad hoc projects	
Serving food/clearing		Relief volunteering		Corporate engagement	
Sorting clothes		Training assistant		Chaplaincy team	
Client listeners		Welfare support		HR/recruitment assistant	
Warehouse/storage		Hygiene team		Fundraising	
Allotment project		Outreach team (mobile kitchen)			
I.T. Support		Administration			
Website maintenance		PR/Newsletter			
Interagency coordination		Property maintenance/caretaker			

People's Kitchen Policy for Volunteers Reg. Charity 1036149

1. The People's Kitchen is a Registered Charity, whose main aim is to provide friendship, food and clothing to the homeless and disadvantaged in and around the environs of Newcastle upon Tyne.
2. As part of the People's Kitchen recruitment policy, you will be subject to a CRB check. All potential volunteers must be over the age of 18 and will require references.
3. All helpers including the Directors and Trustees are entirely voluntary and unpaid.
4. Every time the Alison Centre is open, there is at least one Team Leader present. He/she is in charge of the session and is responsible for the safe operation and security of the premises. As a new volunteer, you will undertake induction training and then you will be allocated jobs by the Team Leader.
5. There is a no drugs, no alcohol, no smoking rule at the Centre and this is strictly observed. Any client arriving with alcohol is asked to hand it over for safe keeping until they leave. Anyone who is observed or even suspected of using drugs on the premises is to be immediately and automatically barred. The Team Leader is responsible for the above and your job is to report any breaches of this rule to him/her.
6. As a volunteer, you should maintain professional standards and you should not abuse any relationship with our clients, being careful to establish and maintain clear boundaries. You should maintain your anonymity. There are no favourites in the Centre, so please try to treat each individual equally. No lifts in private vehicles should be given to clients.
7. We also have a policy of not giving money or food parcels to any individual on request. If you are asked for either, please consult your Team Leader.
8. From time to time clothes are given out. Designated volunteers are responsible for this. If you are asked for clothes, toiletries etc., please ask your Team Leader.
9. The times for attending are flexible to suit each individual's needs. However, we strongly recommend that you only do one voluntary activity per week, preferably on the same day each week, so that you become part of a consistent team which we can rely upon. We would appreciate it if you would 'phone the Team Leader if you are unable to come to a session.
10. You should safeguard items of personal possession including your car in the car park, which is left at the owner's risk. The People's Kitchen is not responsible for any damage or theft.
11. You should not speak direct to the press/media yourself, but should refer all enquiries to your Team Leader.
12. As a volunteer, you should commit to adhere to all Health and Safety and food hygiene standards that are operated by all volunteers. All necessary training of these best practices will be made known to you. If you have not been shown how to undertake a task, it is important that you inform your Team Leader. All necessary verbal or written training instructions will be given at your final induction. Such instructions are subject to review and updating and you will be advised of any changes.
13. You should not attend if you are suffering from any serious illness or communicable disease. If in doubt, it is in the best interests of clients and other volunteers to refrain from attending. You should also be aware that our clients themselves have a variety of health issues and therefore you should be aware of this when undertaking tasks or duties that might put you at risk.
14. All properties and materials and any documents/equipment/keys belonging to the Kitchen which are in your possession must be returned in the event of your no longer being a volunteer.
15. The premises, vehicles and computer equipment/software/internet must not be used for personal benefits or gain and you should adhere to all software licence compliance.
16. If as a volunteer you are working as part of a team in our outside activities, it is important that you do not become isolated or detached from the main body of the group. Personal alarms are available on request.
17. The motto of The People's Kitchen is: "We are not here to see through one another but to see one another through". You must not engage in any sexual, racial or disability harassment or unlawful discrimination against any person.
18. We realise that sometimes you may feel this particular role is not for you, and you may feel unhappy or uncomfortable, and decide to leave. All we ask is that you let us know your decision. Some of us have been volunteers for a number of years and actually enjoy the work. We hope that you will, in time, have a very rewarding experience.
19. There are occasions when it is necessary for the Team Leader to ask a volunteer to cease attending the Kitchen on the grounds that their continuing presence would not be in the Kitchen's best interests. Fortunately this happens very infrequently.
20. As a volunteer of The People's Kitchen, you have agreed to undertake basic training requirements as agreed with your Team Leader. Although all courses will be funded by the charity, it will be necessary to ask for a refundable £5 booking fee to ensure that all delegates attend as per booking.
21. All volunteers must familiarise themselves with the contents of the Health and Safety policies. Any concerns about Health and Safety must be reported to the Team Leader as soon as possible and their directions must be followed at all times.
22. Please sign below to say that you have read this document and that you agree with these policy rules and that you will abide by them in your capacity as a volunteer of The People's Kitchen.

Signed _____

Date _____

Please return this application form by hand or post. Your application will be acknowledged, though, at times we may not have an immediate vacancy to offer.



**The People's Kitchen Ltd. Alison Centre,
56, Bath Lane, Newcastle upon Tyne NE4 5SQ**