



Kenward Trust

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Volunteer Role Description

Role Title:

House keeper with light kitchen duties – Female only

Reporting To:

Tina Mills - Naomi Manager

Location:

Naomi House – Hawkhurst

Time Commitment:

Flexible/to be agreed

Principal Function:

To maintain cleanliness of the house and to have stock control of the kitchen/household products. Preparing/cooking lunch with residents.

Duties:

Oversee residents completing their cleaning tasks
Clean house alongside residents
Order food and household goods from Brakes
Tesco shopping for small items
Maintaining high standards of cleanliness in kitchen
Help with food prep for lunch
Support residents with cooking the lunch (at times)
Weekly checks of resident's bedrooms for cleanliness
Weekly health and safety checks of bedrooms and communal areas
Ordering household items

Personal skills/qualities required:

Good sense of humour, professionalism, understanding of boundaries, organisational skills, time management skills, basic computer skills, basic cooking skills, people skills, team player, empathic to our residents, non-judgemental, respectful, understanding of substance misuse issues (desirable).

