



Beresford Street Kitchen
17 Beresford Street
St Helier
Jersey JE2 4WN
Tel: 01534 509644
volunteer@aspirejersey.je

Volunteer Application Form

Any information given on this form is confidential and covered by the Data Protection (Jersey) Law 2018.

Beresford Street Kitchen is a busy cafe and social hub with great food, great service and a conscience. We believe in providing quality education, training and employment opportunities for people with learning disabilities to enable them to reach their full potential. Beresford Street Kitchen is a social enterprise which means every penny generated through sales goes back into the charity to support people with disabilities and provide more employment opportunities. We are looking for volunteers to join our friendly team!

Date of Enquiry:	
Name:	
Tel. No:	Tel. Mobile:
Address:	
E-Mail:	
Date of Birth if under 16	

We have different areas to work in at BSK:

Front of house at Beresford Street - Working hours can be 11am to 2pm

Busy, physical and sometimes noisy customer facing role in the main café area. Tasks may include helping Crew:

- Taking orders
- Counting money
- Using the till
- Making teas and coffees to order
- Waiting tables
- Washing dishes

Catering Workshop at Beresford Street – Working hours can be 8.30am to 2pm

Non-customer facing role based at BSK. It is where all the sandwiches, baking and outside catering gets prepared. Tasks include helping Crew:

- Preparing and packaging sandwiches, wraps and baguettes
- Baking products to sell in the café
- Preparing sandwich fillings
- Chopping, peeling products for the main kitchen
- Preparing corporate orders/outside catering

Print Workshop at Beresford Street – Working hours can be 9am to 2.30pm

Non-customer facing role based at BSK. Designing and printing things like t-shirts and cups. Tasks include helping Crew:

- Designing images
- Researching products
- Preparing images that have come off the printer
- Preparing items for printing
- Pressings images onto chosen material
- Packaging items

Kitchen at Beresford Street – Working hours can be 11am to 2pm

Busy kitchen preparing all the hot food for the café and outside catering based at BSK. Tasks include helping Crew:

- Preparing ingredients
- Making a variety of food for the café and outside orders
- Preparing hot food to order
- Having an input into menus
- Adhering to all food hygiene policies

La Hougue Bie Kitchen – Working hours can be 11am to 3pm

Busy kitchen preparing all the hot food for the café and outside catering based at BSK. Tasks include helping Crew:

- Preparing ingredients
- Making a variety of food for the café and outside orders
- Preparing hot food to order
- Having an input into menus
- Adhering to all food hygiene policies

La Hougue Bie Front of House – Working hours can be 11am to 3pm

Busy, physical and sometimes noisy customer facing role in the main café area. Tasks may include helping Crew:

- Taking orders
- Counting money
- Using the till
- Making teas and coffees to order
- Waiting tables
- Washing dishes

How did you hear about volunteering for Aspire?							
Experience as a Volunteer (no previous experience necessary but would be an advantage)							
Work Experience							
Courses or Training (if relevant)							
Hobbies and Interests							
Do you have any Criminal Convictions (other than minor driving offences)? Yes/No If yes, please state date and nature of conviction							
Approximately how much time would you like to give each week? Please indicate particular days or times:							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Times							

Please give two independent referees who would be willing to supply a character reference (these must not be family members)

Name	Name
Address or email address	Address or email address
Tel. no.	Tel. no.

Emergency Contact Details	Doctor's Details
Name:	Name:
Relationship:	Surgery:
Tel. no.	Tel. no.

Thank you for your interest. Please note that we need two satisfactory references before you can start as a volunteer and we cannot always guarantee a suitable role.

Do you already have a current enhanced DBS check? No/Yes (please bring this in for the MD to see). If not, a DBS check will be carried out by BSK.

**Do you consent to your photo being used on social media and websites?
Please delete as appropriate: YES/NO**

ASPIRE

CONFIDENTIAL

Rehabilitation of Offenders (Jersey) Law 2001 – Many of Aspire’s volunteering opportunities will involve direct contact with potentially vulnerable people. As such, applications to volunteer are exempt from the Rehabilitation of Offenders (Jersey) Law 2001.

This means that potential volunteers are required to declare their entire criminal record, including cautions, reprimands, final warnings and criminal convictions categorised as ‘spend’ under the above legislation.

Please complete and sign this section. The information provided will be kept confidential.

It will only be disclosed to specific Aspire staff if/when they are considering you for specific volunteering opportunities (where you may come into contact with potentially vulnerable adults).

Have you ever been convicted at a Court or Cautioned by the Police for any offence?

Yes/No (Delete as appropriate).

If **Yes**, please give details, including date(s) and nature of offence(s) on the back of this sheet.

Confidentiality Agreement

All Aspire volunteers will be bound by the same code of practice and policies as Aspire employed staff. All information relating to [Aspire or BSK employees and supported persons] must be treated with the utmost confidentiality. This applies to all information whether verbal or in writing, whether held on computer or overheard in conversation. Such information is not to be disclosed to anyone other than an Aspire or BSK colleague involved with the [employee or supported person]. Breaches of confidentiality are taken very seriously.

I certify that to the best of my knowledge the information given in this application is factually correct. I understand that any false information may result in me being asked to stop volunteering for Aspire or any undertaking or business associated with Aspire. I have not knowingly withheld information that may be to the detriment of Aspire. I give consent for Aspire to take up references at any point during this application. I agree that any information contained in this form may be confirmed in whatever manner is considered necessary, including by the Criminal Records Bureau, if I am accepted as a volunteer for Aspire. I understand that no contract exists between myself and Aspire. I accept that as a volunteer I am bound by the above Confidentiality Agreement and the Aspire confidentiality policy.

Full Name:

Signature: Date:

Please return this form to volunteer@aspirejersey.je or:
Beresford Street Kitchen
17 Beresford Street
St Helier
Jersey JE2 4WN