



KITCHEN STAFF Codes of Conduct

Kitchen staff Code of Conducts

- **Always wash your hands before handling anything in the kitchen.**
- Thank you for volunteering
- When working in the kitchen please wear an apron, provided.
- Shoes –Appropriate enclosed shoes must be worn, shoes showing the toes is not allowed.
- Never drink alcohol or take drugs whilst on duty or before going on duty.
- Please refrain from using a personal mobile while helping in the kitchen. if you need to make a call/text please do it outside of the kitchen and if possible get someone to cover you.
- Take extra care when handling hot items.
- Do not use any of the equipment, including IT, for non-Trowbridge RFC purposes.
- Be honest while dealing with Trowbridge RFC club money
- Please remember you maybe the first point of contact the public contact – positive and friendly please and if you don't know the answer and there is no one around to ask. Take their details and pass onto the Bar Manager or Facilities Manager when able.
- Inappropriate language and attitude is not permitted.
- Respect your fellow team members in the kitchen – we are all volunteers.
- If you are being harassed or bullied while at work inform the Bar Manager straight away and try and get a witness, if able. The Bar Manager will verbally deal with the first incident and take further action if required. If you are not happy you can approach the Facilities Manager
- Keep all kitchen areas clean at all times
- Be aware of the Club and RFU's policy in child protection
 - Never be alone with a child (take another adult)
- As a volunteer it is your duty as part of the Health and Safety at Work Act 1974 to take reasonable care for the H&S of yourself and of others who may be affected by your acts or omissions at work, If you notice any risks or even potential risks please inform the Bar Manager straight away.
- You will be trained on Fire Evacuation and processes to follow every 6 months. Including how to shut down the kitchen items in an emergency.

The codes of conduct above set out the values and behaviours all of us at Trowbridge RFC aspire to.