



## PETERBOROUGH SOUP KITCHEN

Feeding the homeless and disadvantaged

### March Figures

#### Clients Served 2024



Also, 720 school breakfast bags were handed out in February.

Logbook completion was 87%.

### Van Improvements

To improve the driving experience and help to reduce potential accidents we have recently installed a reversing camera in the serving van.

We are also looking to install reversing sensors & a forward-facing camera soon.

### Food Hygiene

For client safety, it is critical that we follow good food hygiene practices.

Please ensure you:

- Wash your hands before preparing/serving food, and regularly throughout.
- Wear aprons during prep/serving.
- Ensure your hair is tied back, if your hair is longer than shoulder length.

This is not an exhaustive list. Please refer to the PSK Induction pack or you can find more details here: [Food hygiene](#) | [Food Standards Agency](#)

### Donations

A huge thank you to organisations that have donated to PSK throughout February:

- o Deeping Tennis Club



- o The Peterborough School
- o Peterborough Cathedral
- o Grasmere Farm
- o Pukka Pies
- o And to Jay & Marleigh for their kind food donation...



We also received £945 in cash donations – a huge **thank you!**

### Wi-Fi

As we look to digitalise several of our processes Wi-Fi has been installed in the kitchen.

Volunteers are welcome to use; log in details are on the notice board.

## Energy Drinks

From now on, if teams would prefer not to take out the crates of cans, juice will be available as an alternative.

## Pet Food

As we have now run out of pet food, we have decided not to request more donations. Instead, leaflets from a charity called 'Munch Margo' are available to provide to clients

## Vacancies – Internal Volunteers Only

We are looking for a new Treasurer and Head of Supplies.

Both positions would be looking to start in November 2024 and the successful applicants would receive a thorough hand-over from the people currently holding these positions until then.

If you would like to apply for either of the positions, please email our Company Secretary Beccy at [f1bt@btinternet.com](mailto:f1bt@btinternet.com) and we will be in touch.

Below are the required duties needed:

### Treasurer:

- Payment of invoices and expenses
- Deposit cheques/cash into bank
- Setting up direct debits
- Reconciliation of receipts/payments to bank account
- Monthly expenses report
- Monthly budget report and setting budget at start of year
- Monthly donations report
- Monitoring of fuel card
- Treasurer's report for monthly meetings
- Reclaim of Gift Aid from donations
- Setting up new accounts where necessary
- Liaison with auditor at year end

### Head of Supplies:

**Description** – Responsibility for the purchase and stock levels of provisions and product donations for the Peterborough Soup Kitchen.

#### •Purchases:

- **Bookers Wholesale** – Everyday items purchased on a weekly basis. Order Wed for Fri delivery.
- **Bread** – Ordered from Morrisons and collected weekly by the logistics team.
- **Disposables** – Purchased from CCL when required. Purchased in bulk and drawn off as required. Delivery on Fridays.
- **Pies** – Ordered as required from Pukka. Delivered into Friers Pride the following Tuesday for us to collect on the Wednesday.
- **Soup** – Ordered from Bakkavor as required and collected from Spalding.
- **Sugar** – Ordered from British Sugar as required and delivered in quantities of minimum 6x25kg.
- **Donations** – Responsible for the supplies email address and for collections of donations in liaison with the Logistics team.

- Produce monthly report for Trustees