
Introduction

As one of the largest voluntary sector organisations in the borough working with and for older people, Age UK Richmond upon Thames offers a wide range of services including information and advice, practical help around the home, educational, physical and social activities in our centres as well as in a variety of different venues across the borough. We welcome enthusiastic volunteers who want to share their skills and experience to volunteer with us.

Role Description

This busy centre offers people the chance to enjoy various activities, make new friends and enjoy each other's company. This role will be best suited to someone who is a good all-rounder and doesn't mind being busy. Duties would include helping with any activities that are going on that afternoon and chatting to our members. Also could include serving teas and coffees as needed, preparing the kitchen area for lunch, including any food preparation such as cuppa soups and toasted sandwiches. Clearing up the dishes and leaving the kitchen clean and tidy.

Specific Responsibilities:

- To open up the kitchen area ready for use
- Help with any activities as needed
- Provide teas, coffees, cold drinks and light snacks
- Keep the kitchen area clean and tidy
- Clear crockery etc from tables
- Take the money for items purchased from the kitchen

Person Specification:

- Friendly manner with a good sense of humour!
- Practical skills
- An interest in or experience of basic food preparation and serving
- Well organised and flexible
- Basic numeracy
- The ability to work as part of a team
- Liking for and empathy with older people
- Reliability and trustworthiness
- A DBS check will be required

Normal hours and days of volunteering:

Tuesdays 12pm – 3pm

Whitton Social Centre, 111a Kneller Road, Whitton, TW2 7DT

If you are interested please contact:

Natalee White, Volunteer Recruitment Co-ordinator

Age UK Richmond

The White House Community Centre

45 The Avenue

Hampton, TW12 3RN

Tel: 020 3816 0029 Email: natalee.white@ageukrichmond.org.uk