

Volunteer Role Description

Age UK York is an independent, local charity, that has worked to support older people for fifty years. We have three hundred volunteers helping us to deliver services and activities for older people in York.

Volunteer role:	Day Club Volunteer – Food Preparation
Service:	Day Clubs Age UK York run day clubs across the City of York. We run social clubs and clubs for those with dementia.
Supported by:	Day Club Manager and Day Club Staff
Commitment:	10.30am-1.30pm maximum, up to five days per week.
Training:	Induction training part one and part two. In house food hygiene training to level 2.
DBS:	DBS required (undertaken by Age UK York).

Role purpose

To prepare and help serve a two course, hot lunch for up to twenty clients.

Personal qualities and experience

Day club food preparation volunteers present themselves in professional manner and must be happy to maintain personal hygiene standards. They work independently and as part of a team. The ability to plan and work to timescales is key and reliability is essential. Experience of food preparation is preferred. Volunteers must be willing to work within guidelines and always follow confidentiality policies.

Tasks and activities

- Prepare a hot lunch, using semi prepared ingredients. Ingredients will be provided.
- Help to prepare drinks and snacks, if required.
- Be responsible for and maintain food hygiene standards.
- Help to serve the meal and drinks.
- Tidy kitchen, load dishwasher and leave kitchen to required standards.

In return, as an Age UK York Volunteer, you will have the opportunity to:

- Support older people and their carers in the City of York.
- Be part of a friendly team and supported in your role.
- Access training and development as appropriate, e.g., food safety, dementia awareness.



Volunteer Agreement

We ask you to:

- Work within the parameters of your volunteer role description.
- Maintain the commitment you choose to make.
- Undertake training and updates.
- Keep appointments and complete relevant paperwork.
- Keep us informed if your circumstances change.
- Inform us immediately of any new criminal convictions.
- Keep to the Age UK York policy regarding confidentiality.
- Keep to the Age UK York policy regarding data protection.
- Promote the work of Age UK York in your local community.
- Feel able to tell us if you are dissatisfied in any way.
- Keep to all other Age UK York policies and procedures, summarised in the volunteer handbook and available in full on request or via the website.

Please sign to confirm that you have read and understood the above.

Name

Signature

Date

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.