

Volunteer Task Description:

Lunch Club Assistant

Task to include some or all of the following:

- Setting up tables
- Serving Teas & Coffee
- To help with shopping and purchasing refreshments for activities
- Help clearing cupboards
- Serving Lunches and paying attention to presentation of food
- Making sure that all the lunches delivered from Meals on Wheels are correct.
- Updating luncheon menu weekly and booking weekly lunches for Service Users
- Collecting plates
- Clearing tables and cleaning kitchen areas
- Washing up
- Making Service Users feel warm and welcome thereby making the environment special
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults
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Volunteers should have good communication skills to interact with Service Users.

Please do email sharon.waddams@ageukeastlondon.org.uk should you wish to volunteer with Age UK East London Lunch Club Assistant or download the application form and return it either by email or by post to the address on the form.