

## Volunteer Task Description

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| <b>Role Title:</b>                   | <b>Lunch Club Assistant</b>   |
| <b>Where:</b>                        | Caxton Hall Community Centre, Caxton Grove E3 2EE   |
| <b>When:</b>                         | One day a week  |
| <b>Purpose of Role:</b>              | <p>Tasks to include the following:</p> <ul style="list-style-type: none"> <li>• Setting up tables</li> <li>• Serving teas &amp; Coffees</li> <li>• Help with shopping and purchasing refreshments for activities</li> <li>• Serving lunches and paying attention to presentation of food.</li> <li>• Check all lunches delivered by meals on wheels are correct</li> <li>• Updating luncheon menu weekly and booking weekly lunches for Service Users.</li> <li>• Collecting dinner plates</li> <li>• Clearing tables and cleaning kitchen area</li> <li>• Washing up</li> <li>• Welcome new Service Users</li> </ul> |
|                                      | <ul style="list-style-type: none"> <li>• All tasks must be carried out in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health &amp; Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults.</li> </ul>  |
| <b>Skills Required</b>               | <ul style="list-style-type: none"> <li>• To be friendly and reliable</li> <li>• Good communication skills</li> </ul>  |
| <b>What's in it for you:</b>         | <ul style="list-style-type: none"> <li>• You will have opportunities to gain more experience/skills</li> <li>• You will have access to in-house training</li> <li>• This is an ideal opportunity for someone who is doing a catering course or Health &amp; Social Care Course</li> </ul>   |
| <b>For more information contact:</b> | Please email <a href="mailto:sharon.waddams@ageukeastlondon.org.uk">sharon.waddams@ageukeastlondon.org.uk</a> should you wish to volunteer with Age UK East London or download the application form and either email to the above email address or post to the address on the form.   |