

Volunteer Role Description

ROLE:	Lunch Club Assistant Volunteer
ROLE PURPOSE:	To assist in the serving of meals at lunch time
ACCOUNTABLE TO:	Care Services Coordinator

TASKS AND ACTIVITIES

- 1. Preparation** **To oversee the smooth running of the luncheon club,** to order lunches weekly and take payments and pay money in the bank monthly,
- 2. Service of Food** To serve prepared or cooked food and drinks from the serving counter
- 3. Cleaning** To wash up or load dishwasher
- 4. Health and Safety** To have a basic understanding of appropriate health and safety provision in the workplace
- 5. Training** To undergo appropriate training as required
- 6. Working Practices** To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

SKILLS AND EXPERIENCE

Essential

1. Good standard of personal hygiene
2. Good time-keeping and reliability
3. Mid to Long term commitment

Desirable

1. Empathy to the needs of older people
2. Team working skills
3. Experience handling money

Working Pattern:

2 hours per week, 12-2pm, Tuesdays
(Brooklands Gardens, Market Harborough, LE16 9DL)

2 hours per week, 12-2pm, Wednesdays
(Thorncroft, 244 London Rd, Leicester LE5 5TP)

- A volunteer is someone who provides **unpaid** support to Age UK Leicester Shire & Rutland
- Full training will be provided where necessary