

DAY/COMMUNITY CLUB HELPER

Our Mission Statement :

Age UK Sunderland aims to promote the well-being of all older people throughout the City of Sunderland, improve their quality of life and help them maintain independence

Role Description

Main Duties:

- To provide a friendly atmosphere for older people to meet together and enjoy lunch and each other's company
- To adhere to the relevant Age UK Sunderland policies and procedures, such as Confidentiality, Safeguarding, Health and Safety, and Equal Opportunities

Specific Responsibilities

- To provide assistance with domestic tasks including serving and/or preparing meals, dish washing, etc.
- To provide a friendly face and helping hand to service users
- To assist other volunteers in preparing the club for the day and leaving it clean and orderly at the completion of the day
- To verbally report any concerns about users to club leader
- To attend an induction session for new volunteers
- To attend further training as required, e.g. food hygiene
- To participate in gatherings for the support and benefit of volunteers

Person Specification:

- The ability to work as part of a team
- Liking for and empathy with older people
- Reliability and trustworthiness

Hours of Work: Hours vary between clubs and their needs
Normally Weekdays 9.30 am – 2.00 pm

Responsible to: Day/Lunch Clubs Organiser
Day/Lunch Club Leader

Expenses: Age UK Sunderland will repay any agreed expenses (e.g. travelling) on production of receipts/bus tickets. Forms to be completed monthly.

PLEASE NOTE: This post is subject an Enhanced DBS clearance. This means that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any unspent convictions must be declared. This post is subject to a 6 – 8 week trial period.