

Age Cymru West Glamorgan

Volunteer Role Outline – Lunch Server

**Title:** Lunch Server

**Location: Afan Nedd Centre**

**Hours:** Min 2-3 hours per week

**Reporting to:** Chef/Centre Coordinator

**Aim of the Afan Nedd Centre**

To deliver a lunch club that provides hot nutritious meals, in a welcoming and friendly environment, where people can meet, socialise and feel at home.

**Role description**

To help serve, clean and clear during and after service.

The Volunteer will:

* Lay up tables ready for service
* Serve meals
* Engage with clients to ensure their needs are met
* Give clients time to eat and enjoy the meal
* Clear dishes away during and after service
* Clean tables after service
* Ensure a high level of cleanliness

Other requirements:

* For your safety, please wear closed shoes
* Please wear an apron, one will be provided for you
* Please do not enter the kitchen during service
* Long hair must be tied back
* No jewellery to be worn whilst serving food
* Please make sure you maintain an excellent level of personal hygiene
* Please do not leave the centre during service (In a case of emergency, please inform the Chef/Centre Coordinator

**We are looking for people to become a Volunteer who have the following attributes:**

* Have an empathy and understanding of the issues that affect older people
* Are able to communicate effectively with older people
* Are non judgemental
* Are reliable and dependable
* Are willing to undertake training as necessary
* Are willing to complete and maintain accurate written records
* Are friendly and enjoy working as part of a team

**All Age Cymru West Glamorgan Volunteers receive reimbursement for any expenses incurred in the delivery of the service and this includes travel expenses @ 45p per mile, or the cost of a bus or train ticket on production of the receipt.**