

Volunteer role Description



Volunteer Hall Assistant

Introduction

Age UK West Sussex, Brighton and Hove enable older people to Love Later Life. Our aims are to promote the wellbeing of all older people; to make later life a fulfilling and enjoyable experience and to enable people to flourish.

Responsible to: Executive Chef

Hours: flexible

Location: Fishersgate

The service

The main job role will be to assist in the café, taking orders for food, serving drinks and keeping the area clean and tidy at all times.

Other duties will consist of setting up the café area taking payments and clearing up at the end of the day.

Role requirements

- Excellent communication skills
- Flexibility with a team approach
- A genuine interest in people and empathy with older people
- Ideally, although not essential, previous experience of working with people in a supportive/caring capacity

- A basic understanding of, and a willingness to learn about, keeping yourself and others safe while performing the role.
- DBS check will be needed

How will we support you?

You will be given an Age UK West Sussex, Brighton & Hove volunteer induction and role training to carry out your role effectively and be able to enjoy doing so with confidence.

What will you get out of volunteering for Age UK West Sussex, Brighton & Hove?

- The opportunity to be involved with projects where your own ideas and input will be valued.
- The chance to make a contribution to Age UK West Sussex, Brighton & Hove's work.
- Access to organisational resources
- Free training
- Travel expenses
- Professional reference provided

The organisations expectations of the volunteer

- To understand and promote the organisation's policies and abide by its guidelines
- To be responsible, reliable and safety conscious
- To work within the service parameters
- To be open and honest about any work issues or problems
- Have a genuine interest in the needs of older people
- To attend team meetings when needed
- To take initiative in encouraging suggestions, ideas and changes for the improvement of the service
- To keep informed of other functions and activities at Age UK West Sussex, Brighton & Hove
- To work professionally with fellow volunteers and members of staff in other organisations
- Participate in training, supervision and support sessions as required



Volunteer Agreement

I have read and understood the above Role Description and would like to become a volunteer for this service.

Signature.....

Date.....