



## Volunteer Role Description

### *Cafe Volunteer*

We wish to assure you of our appreciation of your volunteering with us and will do our best to make your volunteer experience enjoyable and rewarding.

The volunteer role involves assisting *Age Concern* of staff to ensure the smooth running of the organisation. Any queries you may have during your time with us should be referred to the *Centre Manager*.

#### Main Duties:

- To provide a friendly atmosphere for local people older people to meet together and enjoy lunch and each other's company

#### Specific Responsibilities:

- To provide assistance with domestic tasks including serving and/or preparing meals, dish washing ect
- To provide a friendly face and helping hands to users
- To check cash float, process payments and complete relevant paperwork
- To assist other volunteers assistant in preparing foods, drinks ect and leave the kitchen area clean and orderly at completion of the day
- To verbally report any concerns about users to the Day Centre Manager
- To attend an induction for new volunteers.
- To attend further training as required, e.g. food hygiene

#### Person Specification:

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