

### **Introduction**

As one of the largest voluntary sector organisations in the borough working with and for older people, Age UK Richmond upon Thames offers a wide range of services including information and advice, practical help around the home, educational, physical and social activities in our centres as well as in a variety of different venues across the borough. We welcome enthusiastic volunteers who want to share their skills and experience to volunteer with us.

### **Role Description**

This busy centre offers people the chance to enjoy various activities, make new friends and enjoy each other's company. With so much going on our members need refreshments to keep them going! This role will be best suited to someone who doesn't mind being busy. You will prepare the kitchen area for lunch, including any food preparation. Make and serve lunch as ordered by the members, including toasted sandwiches and cuppa soups. Prepare and serve teas and coffees as needed. Clear up the dishes and leave the kitchen clean and tidy.

### **Specific Responsibilities:**

- To open up the kitchen area ready for use
- Provide teas, coffees, cold drinks and light snacks
- Keep the kitchen area clean and tidy
- Clear crockery etc from tables
- Take the money for items purchased from the kitchen
- To do the shopping for supplies
- To attend any further training as may be required
- To participate in meetings for the support and benefit of volunteers

### **Person Specification:**

- Friendly manner with a good sense of humour!
- Practical skills
- An interest in or experience of basic food preparation and serving
- Well organised and flexible
- Basic numeracy
- The ability to work as part of a team
- Liking for and empathy with older people
- Reliability and trustworthiness
- A DBS check will be required

### **Normal hours and days of work:**

The centre is open on Tuesdays and Fridays.  
Whitton Social Centre, 111a Kneller Road, Whitton, TW2 7DT

### **If you are interested please contact:**

Volunteer Recruitment Co-ordinator  
Age UK Richmond  
The White House Community Centre  
45 The Avenue  
Hampton, TW12 3RN

Tel: 020 3816 0029 Email: [volunteering@ageukrichmond.org.uk](mailto:volunteering@ageukrichmond.org.uk)