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### **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. This role will be best suited to someone who is a good all-rounder and doesn't mind being busy. You will prepare the kitchen area for lunch, including any food preparation such as cuppa soups and toasted sandwiches. Prepare and serve teas and coffees as needed. Clear up the dishes and leave the kitchen clean and tidy. You may also be helping with any activities that are going and enjoy chatting with our centre members.

### **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
- Help with any activities as needed

### **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 volunteering:**

Tuesdays 12pm – 3pm

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)