

<b>VOLUNTEER ROLE DESCRIPTION</b>	
<b>ROLE TITLE</b>	Lalley Centre Volunteer - Community Centre and Food Bank
<b>SUMMARY</b>	The volunteer will join a dedicated team, to help in the running of a busy drop-in centre and connected foodbank. Specific roles include: receptionist (signing clients in), kitchen worker (serving / preparing toast & hot drinks), food bank helper, cleaner, and administration worker
<b>RESPONSIBLE TO</b>	Communities Centre Manager and Senior Community Worker
<b>COMMITMENT LEVEL</b>	On a regular basis, preferably weekly
<b>DURATION</b>	Wednesday - 9am - 1.30pm Foodbank Thursday/Friday - times flexible by agreement
<b>LOCATION OF ACTIVITY</b>	Lalley Centre, St Malachy's School Basement, Eggington Street, Collyhurst, Manchester. M40 7RG
<b>CORE TASKS</b>	<p>Welcome the clients to the drop in - provide hot drinks and toast.</p> <p>Sign clients in and register details.</p> <p>Supervise clients' use of computer facilities</p> <p>Help clients to sign up to relevant support services available at the centre</p> <p>Sorting out donated food for distribution at the food bank.</p> <p>Distribution of food to clients at food bank.</p> <p>Ongoing clearing and cleaning throughout session, and packing down/ cleaning at the end of session.</p> <p>Keeping centre clean and tidy.</p>
<b>PERSON SPECIFICATION</b>	<p>The role would suit someone who is friendly, kind, empathetic and non-judgemental. This position is very rewarding, and would suit a person who is flexible and happy to work in a team, in a busy and sometimes challenging environment.</p> <p>This role requires maturity, and an ability to engage with vulnerable adults, families and migrants while working alongside staff members to deliver the service in line with agreed procedures and systems.</p> <p>All volunteers are DBS checked before being accepted onto the team.</p>

<b>TRAINING PROVIDED</b>	<p>Generic induction to the Lalley Centre</p> <p>Health and safety, safeguarding, first aid, and administrative processes.</p> <p>Any additional training that is commensurate to responsibility of an individual role and approved by a manager e.g. food hygiene training for kitchen worker etc.</p>
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