



## **South Riverside Community Development Centre (SRCDC)**

### **Job Description**

#### **Lunch Club Assistant – Older Persons Lunch Club**

1. To assist with food shopping and collection of donated food items
2. To assist with all food preparation, and some cooking under the instruction/guidance of the cook.
3. To prepare the dining area ready for service. Clean and dress tables, with table covers, cutlery, a jug of water and condiments.
4. Help in the service of food to the customers. Delivering some food to the tables for those who are unable to carry it for themselves.
5. Assist in clearing the tables of dishes, glasses and cutlery etc at the end of service. Disinfecting the tables and packing away items.
6. Dispose of waste correctly. Including food waste, recycling, compost, and general waste.
7. Assist in the washing of dishes and utensils including pots and pans etc. Making sure they are clean and placed back in the correct storage area.
8. Assist with the cleaning to ensure that all surfaces and areas used are left tidy and clean. This includes all kitchen surfaces, sinks, microwave and cooker.
9. At all times act in a responsible/professional way and communicate with the public in a warm and friendly manner.
10. Encourage the users to participate in the games, quizzes and activities provided.
11. Complete a monthly timesheet which will need to be submitted to SRCDC for payment.
12. Inform SRCDC as soon as possible of any unplanned absence due to sickness etc.
13. Adhere to Health & Safety at work and follow all instructions and practices.
14. Complete all training relevant to the post.