

KING GEORGE VI DAY CENTRE

83-95 Clarence Road, Windsor, SL4 5AR

Phone: 01753 853654

Email: kgvidaycentre@gmail.com

VOLUNTEER ENROLMENT FORM

VOLUNTEER DETAILS

Name:

Phone:

Mobile:

Email:

Address:

Date of birth:

Background:

Roles of Interest:

Catering

Administration/FOH

Activities/Fundraising

Driving

Start Date:

CONTACT DETAILS

Next of kin:

Email:

Address:

Phone:

Mobile:

Doctor:

Phone:

Windsor Old Peoples' Welfare Association

Registered Charity No: 203625

Job Description for Club Volunteers

Job Element	Detail
Job Title	Club Volunteer
Reporting To	Co-Ordinator of job centre
Location	King George VI Day Centre, Clarence Road, Windsor
Main Purpose	To serve hot drinks to Day Centre Members
Duties & Responsibilities	<ul style="list-style-type: none"> • On arrival at centre load trolley with cups, saucers, milk, sugar, biscuits etc. • Fill Biscuit tin when required • As members arrive serve a cup of tea or coffee to each person with a biscuit. • Lay Tables for lunch • Talk with members • When people have finished clear the cups and saucers. • Wash Up. Put crockery through the sterilizer and then replace ready for the next day. • Leave serving area clean and tidy. • Help certain members to tables or toilet if necessary • Serve Lunches • Assist Cook where needed (ie) Veg Prep • Host Occasional activity (ie) Quiz or sell raffle tickets
Scope or Scale	<p>The Day Centre caters for up to 25 members each day and is open from Mondays through to Thursdays every week. Generally the first people arrive by mini-bus at about 10.00.</p> <p>Members have lunch at 12 noon so once finished and everything washed and tied up you should be free to leave approx. 1pm. Any help would be most appreciated even if it is just 1 day a week.</p> <p>Hours of work 9.45-1pm</p>
Salary & Benefits	Voluntary