NHS
Rotherham Doncaster and South Humber
NHS Foundation Trust

Volunteer Role Description

Role Title	Support to the Lunch Group
Purpose of the role	To assist with the set up of, running and tidying up from the lunch club
Where	The Woodlands, Rotherham.
When	The group takes place every Wednesday Lunchtime. The group takes place between 11:00 and 13:30; you would be expected to be available from 10:30 until 14:00 to ensure the appropriate set up and clean up had been undertaken.
Tasks to be undertaken	Volunteers might be expected to engage with the following: • Setting up of the environment, such as moving tables, getting out appropriate equipment. • Supporting individuals, within their capabilities, to prepare, cook and serve their Lunch. • To provide social stimulation to the group. • To help with the clear up following the group.
Tasks not to be undertaken	• Supervision or management of other volunteers • Any clinical care or tasks (including personal care, such as taking to the toilet). • Provide advice or counselling. • Recording or checking patient notes, including use of electronic patient records
Skills, Attitudes and Experience needed	• Ability to converse with and engage with a wide variety of individuals, including patients with mental health difficulties or dementia, the people around them and staff members. • Able to follow instructions • Tidy and methodical • To be punctual and reliable • To adhere to the dress code for the area in which they volunteer. To aid recognition by staff, patients, service users and visitors you must wear your ID badge at all times. • Be able to work as a member of a team. • To behave professionally and treat others with dignity and respect at all times and adhere to the principles of the Trusts Equality and Diversity Policy
Training	• Trust Induction and annual mandatory and statutory training • Training specific to the role • Volunteers must be trained in Food Hygiene to the appropriate standard.
Risk Assessment	• Service to undertake the volunteer risk assessment at least annually, and / or in accordance with any changes as required (i.e. environmental changes)
Support / Supervision	• Day to day supervisor: To be agreed upon commencement. Depending on the nature of the volunteer role and the supervisory needs of the volunteer, the nature of the supervisory relationship may range from day to day oversight of the work, along with availability of the supervisor for advice, to some level of formal supervision, • Responsible Manager of service area: To be agreed upon commencement • Peer Supervision: to be provided on request via Volunteer Coordinator
Expenses and Recognition	• Reimburse the cost of travelling expenses to and from the volunteer role area • Provide volunteers with a meal if they work for more than four consecutive hours in any one day. • Annual volunteers celebration
How to apply / what happens next	Information to be completed by the Responsible Manager and agreed with the Volunteer Coordinator

Created, by whom	• Day to day supervisor: To be agreed upon commencement • Responsible Manager: To be agreed upon commencement • Volunteers Coordinator Date