



Volunteer Role Description

About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

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| Role title | Community Lunch Volunteer |
| Purpose | A warm welcoming person to help us give our members a wonderful lunch experience by helping prepare, serve, clear and clean up and of course by bringing members a smile and some much needed relief. |
| What you will gain as a volunteer | <ul style="list-style-type: none"> You'll be part of a wonderful team, valued for who you are Meeting new people from the local community Making friends and learning new skills at the same time Feeling the reward of helping someone in need Contributing to the greater good of your community |
| Reporting to | Community Centre Assistant and Centre Volunteer Coordinator |
| What your volunteering entails | <p>You'll be working alongside and supported by our chef and fellow volunteer team members:</p> <ul style="list-style-type: none"> Providing a warm welcome and smile to every person attending the Community Lunch Serving meals and chatting with members as needed Setting up tables/main hall for meal service and packing away/cleaning the hall afterwards Serving teas and chatting with members during Tea and Natters and/or after Tech Buddy sessions Supporting the chef as needed (usually preparing meals) Making sure food areas such as collection/preparation/kitchen at Abbey CC is clean and hygienic at all times Following COVID-SAFE procedures at all times Maintaining Food Safety and Hygiene Standards at all times Referring any additional needs our members may have to the appropriate staff lead for further action Maintaining good boundaries |
| Your personal attributes | <p>You are the type of person who is:</p> <ul style="list-style-type: none"> Warm and friendly Reliable and dependable Non-judgmental, patient with a good sense of humour! A good communicator who knows their boundaries |



Abbey Community Centre

socialise - energise - get wise



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| Time commitment | First Saturday of the month between the hours of 9.30 am – 2.30 pm |
| Training & Requirements you'll need to fulfil | All volunteers are required to undergo: <ul style="list-style-type: none">• Induction with their manager• DBS Check (dependant on the role)• Reference checks• Any other training relevant to the role• Attend meetings and supervisions as required |
| Expenses we'll pay | Reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy |
| Location | Abbey Community Centre, 222c Belsize Road, London, NW6 4DJ |
| Other | No prior experience is necessary as training will be given References will be provided for volunteers who have supported us continuously for 3 months or more |

Feeling inspired to join our team?

Return your completed Volunteer Application form to:

vol-ops@abbeycc-kilburn.org.uk