

The Eric Liddell Lunch Service
Lunch Service Volunteer Cashier

Role description

Purpose of the Role

The Lunch Service is a volunteer led service that provides a nutritious lunch to older people in a friendly and welcoming environment. The Lunch Service cashier is responsible for collecting payments and providing a warm welcome for service users.

Supervision

The Lunch Service Volunteer Cashier receives direction from the Team Leader.

Tasks

1. Arrive and set up in readiness for service users coming in
2. Complete attendance record and take money
3. Reconcile income with attendance record.
4. Bank income in line with instructions from Finance Manager
5. Be responsible for attendance register for fire evacuation purposes including ensuring that all service users and volunteers have reported to you at the assembly point, report this to receptionist.
6. Attend team meetings
7. To maintain confidentiality.
8. To act in a non-judgemental and non- discriminatory manner.