

**The Eric Liddell Lunch Service**  
**Lunch Service Volunteer Team Leader**

**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 volunteer team leader is key to ensuring that people who attend enjoy their food and experience of the service in safety.

**Supervision**

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

**Tasks**

1. To ensure that the service has enough trained volunteers to meet rota requirements
2. To be a point of contact for volunteers
3. To ensure that trays / tables for service are prepared in readiness for service users
4. To work with cook in serving of meals (kitchen to table).
5. To ensure tables are clear and clean
6. To ensure that all service crockery and utensils are put through the dishwasher at the end of each session.
7. To organise team meetings and ensure that volunteers comply with food hygiene and other health & safety regulations.
8. To organise training sessions as appropriate
9. To maintain confidentiality.
10. To act in a non-judgemental and non- discriminatory manner.