



## Volunteer Policy and Procedure Manual Job Descriptions

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### JOB DESCRIPTION – Community Dining Helper

**Title:** Community Dining Helper

**Major Objective:** To provide seniors and disabled adults with an opportunity to socialize, eat a nutritious meal and play recreational games.

**Requirements & Desirable Characteristics:**

- Reliable and trustworthy; punctual; warm and caring; cheerful, patient and friendly; interested in working with older adults.

**Responsibilities:**

- Meet your Coordinator at the assigned time and discuss your volunteer activities for the day.

Assist with tasks as requested which may include:

- Assist seniors into lunchroom (including wheelchair assistance) & assist clients leaving the program.
- Assist with seating.
- Assist with setting the table.
- Assist with serving the lunch.
- Socialize with the clients.
- Assist with clean up.
- Help seniors enjoy the recreational games.
- Sign a pledge of confidentiality.
- Inform the Coordinator as soon as possible, if unable to volunteer on an assigned date.

**For 1315 Neilson only:**

For apartment dinners, specific roles & responsibilities are as follows. The duties can be divided up into any component as follows:

Time: 4:00 pm to 5:00 pm  
2 volunteers to serve coffee, tea and water and socialize

Time: 5:00 pm to 6:00 pm  
2 or 3 volunteers to serve the dinner

Time: 6:00 pm to 7:00 pm  
2 or 3 volunteers to help with clean up

**Supervisor:** The Manager of Special Programs and Services and or Coordinator of Volunteers.

**Orientation/Training:**

- Initial orientation to agency and program.
- On-the-job training by experienced staff and volunteer.
- Coordinator provides on-going support and is available to answer questions and explain policies.



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### **Time Commitment:**

Birkdale Community Centre – 1299 Ellesmere Road (Lunch)

McGregor Community Centre – 2231 Lawrence Avenue East (Lunch)

Kingsway Arms – 2881 Eglinton Ave (Lunch)

Bendale B.T.I. – 1555 Midland Ave. (Lunch)

Sir William Osler H.S. – 1050 Huntingwood Drive (Lunch)

### APARTMENT LUNCHESES

17 Brimley Road

120 Townhaven Place

3010 Lawrence Ave East

Lunch – 11:00 am to 2:30 pm or to be arranged

### APARTMENT DINNERS

17 Brimley Road

1315 Neilson Road (North of Tapscott)

Dinner – 4:30 pm to 7:00 pm

**Preferred Commitment:** Approximately once a week for at least six months (flexible). In addition, you will be provided with a monthly schedule of luncheon dinners to plan your volunteer commitment.

### **Satisfactions:**

Providing vital service to the community; making new friends; personal satisfaction from helping and socializing with seniors and disabled adults; enrichment and new knowledge through training opportunities.