

## Volunteer Role Description:

### Party Food Assistant Volunteer

<b>Responsible To:</b>	Stuart Mitchell, Events & Activities Co-ordinator
<b>Location:</b>	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
<b>Time Commitment:</b>	Our Seasonal Parties (including Chippy Disco, games etc.) usually take place at Halloween and Christmas.
<b>Role Description:</b>	<p>The Seasonal Parties are just one of a range of event &amp; activities ran by ACDI.</p> <p>We run a number of games and activities as part of the party. Each children also has a chippy from the local fish &amp; chips shop.</p>
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• Help to give out the chippies as per order</li> <li>• Put tomato ketchup on chippies</li> <li>• Remind children to collect juice</li> </ul> <p>Training in all of the above will be provided by a member of staff or a more experienced volunteer.</p>
<b>Required Skills, Qualities &amp; Experience:</b>	Experience of working/volunteering in a customer service or shop environment and a friendly demeanour when serving customers would give someone a good foundation for the role, although do not be put off if you don't have experience
<b>Training &amp; Support Available:</b>	<ul style="list-style-type: none"> <li>• Volunteer induction training carried out by the co-ordinator</li> <li>• Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award</li> </ul>
<b>Any Other Requirements:</b>	<p>Follow policies and procedures contained in the volunteer handbook.</p> <p>Treat our staff, volunteers and service users with respect.</p>
<b>Recruitment Process:</b>	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.
<b>Date role created:</b>	22 <sup>nd</sup> November 2021