

Volunteer Job Description for

Senior Dining Check-in Table Assistant

Objective: To provide support to the Senior Dining site manager in handling daily paperwork

Duties:

1. Record daily attendance of dining participants.
2. Receive money and make change for meal cost.
3. Total daily money received.
4. Report to shift on time or notify Site Manager of any absence
5. Be friendly, courteous and maintain dignity for all. Respect differences and honor confidential information.
6. Assist in additional paperwork as possible.

Qualifications: Ability to accurately record names, do basic math

Time Commitment: Shift is 11:00-noon weekdays. Option to work one or more shifts per week.

Training: One-on-one training will be arranged with Site Manager

Accountable to: Senior Dining Site Manager