



JOB DESCRIPTION

Post Title: Volunteer Meet and Greeter

Responsible to: HLC Assistant

Accountable to: Healthy Living Centre Co-ordinator

JOB SUMMARY

To provide a meet and greet service to people accessing Links Healthy Living Centre.

KEY TASKS / RESPONSIBILITIES

- To welcome visitors to the centre
- To keep the leaflet supply and newspaper rack up to date and tidy
- To ensure that the coffee machine area is clean, tidy and fully stocked and to alert a member of staff when supplies need ordering
- To assist with the setting up of the centre for groups and activities.
- To perform other administrative services (e.g. laminating, photocopying) as and when needed