



Irvine Senior Services Volunteer Assignment Description

Job Assignment: Socials Assistant

Program Description:

Assist with preparing/serving refreshments and socialize with participants. Provide excellent customer service.

Duties:

The volunteer must have the ability to communicate courteously and effectively with participants, other volunteers, and staff. Fluency in another language is a plus, but not required. The volunteer must conduct themselves in a responsible and caring manner and maintain strict confidentiality.

Age 16 years or older. Food service experience is a plus but not necessary. Must be able to walk and stand for long periods of time. Training provided.

Hours:

- Once a week commitment for a minimum of 3-6 month commitment
- Wednesdays: 11:30 a.m.-1:00 p.m. (Rancho Senior Center)
- Thursdays : 7:15-9:15 a.m. (Trabuco Center)

Dress Code:

- Comfortable and clean clothing. No tank tops or skirts
- Jeans (no holes) or knee-length shorts
- Comfortable, **closed-toed** shoes
- Long hair must be pulled back into a ponytail or bun; a hairnet must be worn
- No perfume or cologne when working in the kitchen or serving food

Requirements:

- Complete appropriate paperwork
- Proof of a negative tuberculosis (TB) test within the past year. New proof required every four years
- Abide by the City of Irvine's Patron's Code of Conduct and the Senior Services Code of Conduct

Benefits:

- After completing a minimum of 20 hours in a calendar year, volunteers will receive an invitation to our annual Volunteer Recognition event.

Training:

- Hands on training is provided by staff