

Volunteer Opportunity Description Form

Position Title: Lunch Receptionist

Supervisor: Gloria Deeter

How you can contribute: Collect records on the lunch program, cash handling, and greeting.

Volunteer Tasks: Greet patrons, collect donation, provide change for larger bills, distribute intake forms as needed, distribute placements for registered lunch guests and collect charges for patrons under 60.

Helpful prior experience: Previous cash handling or customer service experience desired.

Training: Lunch receptionists will be trained in the county regulations regarding lunch patrons and the distinction between a charge and a suggested donation. They will also receive an orientation about the various recordkeeping procedures.

Benefits for San Bruno Senior Center: Lunch receptionists are an essential part of the daily congregate lunch program. By providing excellent customer service and adhering to the county policies, they facilitate the record keeping and service delivery processes.