

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: **Lunch Club Leader**

Location: Barnsley Methodist Circuit (Kexborough)

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is a lunch club & a lunch club leader?

A lunch club is a friendly and welcoming place where you can socialise with others and take part in enjoyable activities - there will be a meal and refreshments.

A Lunch Club Leader is a person who is responsible for all aspects of the running of the lunch club, except that which takes place in the kitchen on the day.

Skills Required

- Organisational skills
- Communication Skills
- Friendliness and approachability
- Enthusiasm
- Work with and within a team

Time / Commitment Required

- 60 – 90 minutes per week shopping for and storage of food and other items required
- 30 – 60 minutes per week for 1-2 loads of washing
- 5 – 6 hours at lunch club itself
- 15 minutes per week contacting reserves when necessary

The role of a lunch club leader

- Liaise with supervisors (eg: Community Payback team - CPB) regarding numbers, menus, shopping list etc.
- Purchase food for meal and other catering and cleaning items
- Be in Chapel to set up & put the oven on (if required)
- Build rapport with the team on site
- Meet and greet diners, taking details of new members for storage in line with current GDPR guidance
- Take money and place it in the safe at the end of the session
- Show new members where to sit and location of toilets etc.
- Chat to diners wherever possible and try to eat on different tables where possible
- Deal with issues as they arise on the day
- Keep records of income and expenditure
- Wash all towels, tea cloths aprons etc ready for next use

What requirements are needed to fulfil the role of a lunch club leader?

- As a minimum - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending the chapel to the Pastoral lay Worker, Safeguarding officer and / or minister. However, the Advanced module is preferred, but not essential at the moment.
- A satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Recommended but not compulsory - completion of the EDI (Equality, Diversity & Inclusion) Training Course.
- Recommended but not compulsory - completion of the Unconscious Bias training.
- Recommended but not compulsory - Level 2 Food Hygiene Certificate
- Recommended but not compulsory - First Aid certificate (every 3 years).

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.