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Charity Registration No: 519429

Meet and Greet Volunteer Role

The role of the Meet and Greet Team is absolutely invaluable to the service we provide at the Bradford Centre.

Centre staff can be safe in the knowledge that the Hub is covered and support is there for anyone coming into the Centre for a group, an appointment or as a new visitor.

Duties of the meet and greet team

- Friendly face, first point of contact to welcome visitors to the Centre
- Ensure everyone signs in and is offered refreshment
- Be available for anyone who is waiting for an appointment or who has called in
- Keeping the hub area clean and tidy and loading the dishwasher
- Checking tea and coffee levels
- Answering the telephone and phoning clients when needed e.g. courtesy calls