

Volunteer Role	Meet and Greet
Location	Addison House, Hamstel Road, Harlow
Job Description	To meet and greet visitors and direct them to the correct clinic or building, keep the waiting area clean and tidy, provide refreshments for patients, call taxis or ambulances for patients and look after tradesmen when they are working in the building.
Additional Info	<p>Would suit someone who:</p> <ul style="list-style-type: none">- Is calm and courteous- Has good customer service skills- Is smartly dressed- Is Self-motivated- Is a good communicator- <p>Our approach to volunteering is values based and applicants must be able to demonstrate the Trust's corporates values and behaviours which are Open, Compassionate and Empowering.</p>
How to apply	<p>Contact the Trust Volunteering Team on:</p> <p>Tel: 01268 739 600</p> <p>Email: epunft.businesssupport.volunteering@nhs.net</p>