

Volunteer Role Description

Café manager volunteer - Hertfordshire

Aim of volunteering role:

To run our onsite cafe by preparing food and drinks for sale and serving and engaging customers, organizing the Rota and cover .ensure all volunteers have the correct training and support.

Tasks:

1. To wear issued tabard, indicating volunteer.
2. To take and give instructions and training on preparing food for resale.
3. To serve food and drink as per instructions.
4. To look after the display of merchandise in the café.
5. Offering fantastic and friendly customer service to shoppers
6. Till operation
7. To train new volunteers on the running of the café.
8. To ensure all food and drink equipment is kept clean before and after use.
9. To act in an appropriate manner as a representative of the Trust.
10. To follow all instruction given on health & safety, including PPE and manual handling.
11. To ensure the café is fully manned and the volunteers are supported.

Time:

Flexible time commitment, pre arranged with the Volunteer Co-ordinator.

Place of work:

NAWT, Tyler's Way, Watford, Herts, WD25 8WT.

Volunteer Co-ordinator: Jackie de Friez

Transport needed:

Due to the location of the centre, volunteers require own transport. There are no public transport links to the centre.

Skills required:

1. Interest in and commitment to the work of the Trust
2. A calm, friendly personality, flexibility and the ability to follow instruction

Benefits offered:

1. Tea, coffee provided for break times
2. Full insurance cover
3. Reference available after 3 months volunteering

References:

One work and one personal reference required.