

Volunteer Role Profile



Role Title:	Volunteer Assistant in Café
Responsible to:	Tea Room Manager
Role Purpose	To work as part of the team preparing and serving refreshments. Assisting in maintaining a well ordered and welcoming environment.
Hours	By mutual agreement with the manager. The most common shift patterns are 10am – 2pm or 2pm – 5pm but other times may be possible.
Key Tasks	<ul style="list-style-type: none"> • Simple food preparation • Taking orders and serving • Clearing and preparing tables • Stacking and emptying the dishwasher • Washing up • Receiving payments at the till
<p>We ask you</p> <ul style="list-style-type: none"> • To give reasonable notice when possible if you are not able to come in • To read the Volunteer Guidelines and follow all procedures given within it • To work within the required Health and Safety Guidelines • To attend relevant training • To advise your manager of any difficulties concerning your volunteering 	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role description is not intended to create any contractual relationship and the arrangements may be ended at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future</p>	