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| **Volunteer Role:** Volunteer Waitress/Waiter  Volunteers are needed to provide an efficient and friendly service to customers in our Old Fire Station Cafe | |
| **Service:** | Catering |
| **Name & purpose of service:** | The Old Fire Station Café is open Sundays to Fridays serving affordable meals freshly cooked on the premises |
| **Location:** | 138 Cowick Street, Exeter |
| **Role supervisor:** | Teresa Jones – Catering Manager |
| **Day & time:** | **Tuesdays** 12 – 2pm  **Wednesdays** 10-12noon  **Fridays** 10-12noon **(temporary)** |
| **Main tasks:** | * Set up dinning room and lay tables for lunch * Take customer orders and deliver to kitchen * Serve meals to customers * Take payments and operate the till |
| **What we need from you:** | * Good written and numerical skills * Warm and friendly personality with a sense of humour * Commitment, patience and respect for others * Be able to follow instructions * Be able to cope well under pressure * Confident and outgoing * Reliable and punctual * Must be clean and tidy at all times * Awareness of basic food hygiene desirable * Willingness to attend role relevant training |
| **What we offer you:** | * A very warm welcome * Good induction with role relevant training * Reimbursement of travel costs * The opportunity to meet new people, make new friends and become part of a thriving local charity * Volunteer Newsletter |
| **How to apply:** | * Interview with Volunteer Co-ordinator * Complete a volunteering application form * Provide 2 references * A trial may be required (to be discussed) * Attend *Introduction to Age UK Exeter* Workshop * Attend Safeguarding Awareness Training within 3 months |
| **For more information:** | Cassie Leicester, Volunteer Coordinator  Tel: 01392 202092  Email: [c.leicester@ageukexeter.org.uk](mailto:c.leicester@ageukexeter.org.uk)  Website: [www.ageukexeter.org.uk](http://www.ageukexeter.org.uk) |