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| **Volunteer Role:** Volunteer Waitress/WaiterVolunteers 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
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| **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
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| **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
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| **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
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| **For more information:** | Cassie Leicester, Volunteer CoordinatorTel: 01392 202092Email: c.leicester@ageukexeter.org.ukWebsite: [www.ageukexeter.org.uk](http://www.ageukexeter.org.uk) |