

Coffee Shop Volunteer

Project: Jarrett's Coffee Shop
Time requirement: Half or one day per week
Location: Bradbury Centre, North Shields
Accountability: Coffee Shop Supervisor

Training (to be provided by Age UK North Tyneside) :

- *Food Hygiene, health and safety –**essential**
- *Fire Safety Awareness - **essential**
- *General Volunteer Induction – **essential**

DBS (previously CRB): No

Purpose of the role:

To provide a helpful and friendly service whilst serving food and refreshments to customers

Duties of the volunteer:

- To serve food and refreshments as required and operate computerised till
- To clean down tables and chairs after use by customers
- To wash up crockery and cutlery after use by customers
- To set up at the beginning of the day 9.00
- To clean down at the end of the day 15:00
- To participate in gatherings for the support & benefit of volunteers
- To comply with all Health & Safety stipulations regarding jewellery, uniform and personal hygiene.

Skills which are required/desirable:

- A friendly and helpful nature
- Commitment to a high standard of hygiene and food preparation
- Ability to work as part of a team
- Good customer service skills
- Experience of cash handling would be desirable