

**Clockhouse Volunteers Role Profile – Clockhouse Café Volunteer**

**Location: Chapel Lane, Milford, Godalming GU8 5EZ**

The Clockhouse is a social day centre, located in Milford, providing a range of activities for those pre & post retirement – we rely on the help of volunteers in these roles

**Note: Volunteers have Discounted Cafe at the Clockhouse:**

Role Details	General Description/Hours	Specific Criteria
<p><b>Clockhouse Cafe Volunteers</b></p> <p>As a Clockhouse Café Volunteer, you will support the team in creating a warm, welcoming environment for our guests. You will serve food, share a meal with our guests, encourage conversation and clean up after the meal. Ensuring food is served in a timely and consistent manner and in accordance with food hygiene requirements.</p>	<p><b>Hours:</b></p> <p>Monday 10.30am to 1.30pm &amp; 1.30pm to 3.00pm</p> <p>Friday 10.30am to 1.30pm &amp; 1.30pm to 3.00pm</p> <p><b>Monday - Friday: 2.30-4.30pm</b></p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Ongoing support and advice.</li> <li>• Skills to add to your CV and a reference if/when you need it.</li> <li>• The opportunity to meet a large network of like-minded people.</li> <li>• A fun, creative volunteer experience within a community led project.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Have bags of enthusiasm!</li> <li>• Follow all Age UK Surrey policies and procedures – including the volunteering requirements</li> <li>• Follow all training you receive when registering with us</li> <li>• Support The Clockhouse to fulfil its mission of nourishing communities with food and conversation</li> <li>• Strong interpersonal and communication skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Basic knowledge of food handling</li> <li>• Able to take instruction and direction from the Chef</li> <li>• Ensure that all guests are greeted and served in a friendly manner.</li> <li>• Focused and professional attitude</li> <li>• Desire to provide valuable skills and experience to a charitable organisation</li> <li>• Willingness to consider additional tasks/responsibilities.</li> </ul>

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**General:**

Volunteers report to the Clockhouse Café Supervisor or Manager on site  
 You will be supported and guided by the staffing team  
 Training provided on site