

Role Description

ROLE TITLE: Catering Volunteer

ROLE LOCATION: Wellbeing Centre Taunton

RESPONSIBLE TO: Wellbeing Centre Project Coordinator

Objective

To assist in the running of our Community café and kitchen, selling a variety of specialty coffees and hot beverages, meals, cakes, sandwiches and toasties and to undertake other duties as agreed by the Volunteer with the Wellbeing Centre Project Coordinator.

Main Duties

To help with the day to day running of the Community café and kitchen, including

- Assisting and serving customers.
- Preparing and serving food items and beverages.
- Monitoring and recording hot and cold food temperature levels.
- Handling cash and credit card payments.
- Ensuring security of monies and assisting with cashing-up duties.
- Assisting with ordering of stock.
- Ensuring food safety and food hygiene at all times.
- Clearing and washing up.
- Maintaining a positive and professional image of the organisation at all times.
- Being aware of and adhering to Compass Disability Services' policies and procedures and current legislation at all times.
- Committing to the necessary training and development activities in order to fulfil the role and your potential.

Person Specification

Desired skills and experience:

- Good communication skills.
- Friendly manner, welcoming and efficient
- Reliable and trustworthy
- Sensitive and tactful nature
- Methodical and organised
- Ability to work on own initiative
- Good organisational skills and an eye for detail.
- A strong commitment to equality of opportunity for all sections of the community and an understanding of disability equality.

Training

You will be given induction training into the various aspects of the work.

You will receive specific training for your role and ongoing support.

Terms of Engagement

Voluntary position

Working Hours

Negotiable

Remuneration

This is a voluntary position. Reasonable expenses as detailed in the Expenses Policy will be claimable

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