

Volunteer role description: Volunteer Café Assistant

Organisation Name	The Coffee Grind at Carers Choices
Organisation Overview	Carers Choices provides support for carers through respite breaks, supports young carers, adults with disabilities and those with dementia. The Coffee Grind is part of our Trading Subsidiary which supports our fundraising activities.
Role Title	Café Assistant
Location of position	The Coffee Grind, Kiln Road, Benfleet SS7 1BU
Responsible to	Coffee Shop Manager
Description of tasks	<p>To get involved in all aspects of work within the Coffee Grind including preparing drinks and food, taking orders, operating the till (including card payments), serving customers, clearing tables and tidying up.</p> <p>Volunteers will be required to follow excellent food hygiene standards and ensure the café is kept clean and tidy.</p> <p>Assist in promoting the image and work of Carers Choices Adhere to Carers Choices policies and procedures at all times.</p>
Time Commitment	The Coffee Grind is open from 9am to 3.30pm and we ask that volunteers commit to providing regular assistance for about 4 hours per week.
Skills and Qualifications	<p>You do not need to have any related qualifications but you should be friendly, reliable, trustworthy and have good communication skills. Ideally you will have some experience of working in a catering environment as the café is can be busy particularly during the lunchtime period. This role is subject to two references</p> <p>Volunteers will be required to complete a Level 2 Food Hygiene qualification. Carers Choices will cover the cost of this certificate. It is an online course and this can be done at your own home or we can arrange time in the office for this to be undertaken.</p>
Training and Support	Carers Choices will provide you with an induction to introduce you to The Coffee Grind and the equipment including coffee machine, iced drinks dispenser, milkshake machine and till.



Benefits to volunteer	This is an opportunity to volunteer in a friendly service and build practical skills that can be taken into a working environment.
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