

VOLUNTEER JOB DESCRIPTION

Community Café Coordinator

ROLE OVERVIEW:

Here at the Elton Community Centre we are a small team making a big impact! The Community Café is at the Heart of the Centre and from here we run important projects, events & clubs including the Elton foodbank which is vital in supporting people during times of need. In this lead volunteer role, you will assist with overseeing the service team that delivers a subsidised food and beverage service to local individuals and groups. Some areas of this role may require light lifting and some manual handling.

SUPERVISOR: Chair

HOURS: The community café is open Monday - Friday between the hours of 8.30am – 1.30pm or 10.00am – 1.30pm (during school term time) and/or Thursday 1.30pm – 5.00pm or Sat 9.30am– 12.30pm.

LEARNING OUTCOMES: All our volunteer roles at the centre offer the opportunity to learn new skills and develop in your chosen area of volunteering. Volunteering with us also gives you the opportunity to contribute and support the local community whilst meeting new people and building relationships.

MAIN ROLE RESPONSIBILITIES:

- Organisation of the preparation of orders in the kitchen including breakfasts and lunches.
- Providing direction and support as required to café volunteers.
- Assisting the Centre Manager to maximise profitability in the café.
- Assisting the Volunteer Coordinator with organisation of weekly staff rotas.
- Organisation of cost- effective food menus with minimal waste.
- Supporting events and clubs by providing a table service to individual and groups of customers including order taking and waiting on.
- General kitchen duties including food preparation, and cleaning of surfaces, utensils & equipment.
- Ensuring cleanliness & hygiene are adhered too in accordance with centre policy.
- Adherence to community Health & Safety Policy including kitchen and café safety rules.

PERSON CRITERIA:

- Kitchen/Food/Service experience preferred.
- Organisation of volunteers preferred but not essential.
- Able to work with the centre to maximise income at the café.
- An interest in supporting the local community and willing to support local initiatives and events.
- A team player who can multi-task.
- Must be able to follow and provide instruction & guidance for Health, Safety & Hygiene rules.

Applications are available from the Community Centre or online via our website www.eltoncommunitycentre.co.uk . Completed applications can be returned directly to the centre or emailed to volunteering@eltoncommunitycentre.co.uk