



Elton Community Centre
School Lane, Elton CH2 4LT
Reg: Charity No. 520048

VOLUNTEER JOB DESCRIPTION

Casual Volunteer

ROLE OVERVIEW:

Here at the Elton Community Centre we are a small team making a big impact! Our casual volunteers support us in several ways, including the Community Café which 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. Our volunteers often support the team with the organisation of food and of food parcels for pickup and delivery as and when required in our food bank. Our casual volunteers also get involved with some of our local or seasonal events which take place throughout the year and when we need additional support!

Supervisor: Dept Coordinator

Hours: Our centre is open throughout the week.

MAIN ROLE RESPONSIBILITIES CAN INCLUDE:

- Assisting with the preparation of orders in the kitchen including breakfasts and lunches.
- Washing & drying dishes, cooking utensils and kitchen surfaces/equipment to a high standard. General cleaning duties including wiping tables.
- Providing a table service to individual and groups of customers including order taking and waiting on.
- Assisting the team to unload food delivery donations as they arrive at the centre.
- Assisting the team to pack and store food deliveries in the food pantry.
- Assisting the team as required with the packing of food parcels for the food bank service.
- Attendance at community events including set up, organisation and wrap up!
- Occasional bar work at evening or weekend events.
- Light maintenance for example putting up Christmas decorations, tidying, moving furniture etc.
- Ensuring a high standard of cleanliness & hygiene and in accordance with centre policy.
- Adherence to community Health & Safety Policy including kitchen and café safety rules.

PERSON CRITERIA:

- A friendly customer orientated approach is required.
- A team player who can multi-task.
- Flexibility to support volunteering at community events.
- Able to follow 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 admin@eltoncommunitycentre.co.uk