



VOLUNTEERING ROLE

SIDE DOOR CAFÉ AT ASHFORD PLACE

Café Assistant & Lunchtime Monitor

Daily 10am to 4pm.

The role

- Clean and tidy Side Door Café
- Set up, operation and maintenance of coffee machine
- Maintenance & sourcing of stock
- Maintain booking diary
- Clean and tidy the garden and entrance
- Open and close café and secure entrances
- Monitor and assist clubs and activities liaising with relevant co-ordinator
- Clean and tidy tables and chairs in the mezzanine
- Sweep floor before and after lunch
- Make tea/coffee for drop in clients
- Set tables for lunch service for 1pm (lay out cutlery)
- Assist those in need of help with ordering their meal and bringing it to them at their chosen seat.
- Tidy up tables after lunch
- Leave mezzanine ready for group activity by 2pm
- Keep kitchenette area clean and tidy including fridge and cupboards

You will gain

- Experience in running a small business
- Barista training
- Cashier training
- H&S in the workplace training
- Food Hygiene certificate
- Experience in working as part of a team

Reporting to

- Side Door manager & Director of Wellbeing and Social Inclusion

