

## Volunteer Role Description

As a volunteer within the team, we ask that you promote the work of Inspiring Communities Together and ensure that the principles which underpin our work are upheld and achieved. These principles are to motivate, mobilise, empower and enable local people, groups and partners to participate in neighbourhood activity. As a volunteer you will be supported to develop your skills and knowledge to enable you to carry out your volunteering role.

<b>Role Title</b>	Café volunteer
<b>Based at</b>	Food Matters café, Salford Sports Village, Littleton Road, M7 3NQ
<b>Responsible to</b>	Food Development Worker
<b>Time commitment</b>	The cafe is open between 9.30am – 2.30pm, Monday to Friday, will need to be available during these times
<b>Duration</b>	Ongoing
<b>General purpose</b>	To support staff in doing a wide range of tasks
<b>Outline of typical tasks</b>	Some of the tasks you may be involved in are: <ul style="list-style-type: none"> <li>• Preparing healthy snacks and lunches for the nursery</li> <li>• Preparing food for sale in the café</li> <li>• Serving customers including handling money</li> <li>• Answering the telephone and taking orders</li> <li>• Supporting the completing of paperwork for café</li> <li>• Cleaning the kitchen</li> <li>• Help with the catering for events in the community</li> </ul>
<b>Skills and personal qualities required for the role</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Charlestown and/or Lower Kersal</li> <li>• Interest in food and catering</li> <li>• Some computer literacy – as our tills are computer based</li> <li>• Reliability – be able to commit to a set day and time each week</li> <li>• Problem solving – be able to work on own initiative</li> <li>• Good communication skills – consult with the relevant staff member about given tasks</li> </ul>
<b>Training, support and supervision</b>	<ul style="list-style-type: none"> <li>• A full introduction to the office, nursery, café and to the team and to the tasks</li> <li>• Health &amp; Safety briefing</li> <li>• Food hygiene level 2</li> <li>• Wellbeing conversations and planning</li> <li>• A review meeting with your supervisor at least once every eight weeks</li> </ul>