

Volunteer Role Description for Orbit Stars

Volunteer Role Title: Café Assistant in the Launch Pad

Aim of volunteering role:

The Launch Pad will be used as a office base for the redevelopment of Wellington Orbit. The Coffee shop will be open a minimum of 9am – 3pm Thursday to Saturday inclusive.

We are looking for volunteers to serve hot and cold drinks, cakes and pastries hygienically and maintain the professional presentation of the Launch Pad café.

Key Responsibilities:

- To provide a warm welcome and friendly, helpful customer service
- To comply fully with all Health and Safety and Food Hygiene Regulations at all times
- To prepare and serve teas/coffees, soft drinks,
- To serve cakes and pasties
- Collect payment from customers for refreshments etc
- To engage with customers in a positive manner and have a knowledge of the project

General Duties:

- Serving customers promptly and courteously and with a smile
- Ensuring drinks cakes and pastries served to customers is of a consistently high standard and well presented
- Prompt clearance and clearing of tables
- Maintenance of a clean and tidy environment at all times in the café area
- Preparing drinks as required
- Assisting in the set up and set down of the café according to procedure as required
- In accordance with Health and Safety Act 1974, to take care of own and customers Health and Safety at Work, this includes reporting any risks or potential hazards to Line Manager and Health and Safety Officer

Time:

Minimum commitment of 2 hours per week.

Place of work:

The Launch Pad, 17 Market Square, Wellington Telford TF1 1BZ

Skills required:

- Reliability and punctuality
- Respect for the rights of those people you are in contact with
- Ability to negotiate and undertake a manageable workload and reasonable time commitment within your capacity
- Ability to ask for support when and where it is needed
- Excellent communication skills
- Willingness to undertake relevant training (Health & Hygiene training will be given if necessary and briefings will be given on the development of the project)

To contact Wellington Orbit/The Launch Pad:



wellingtonorbit.co.uk
volunteers@wellingtonorbit.co.uk
 @wellingtonorbit
 facebook.com/WellingtonOrbit



Registered office : 1 Station Road, Wellington TF1 1BZ

VOLUNTEER APPLICATION FORM – Café Assistant – The Launch Pad

Please return the completed form to the address above or e mail to volunteers@wellingtonorbit.co.uk

FIRST NAME		SURNAME	
ADDRESS			
POST CODE		MAIN PHONE NO.	
EMAIL		Date of Birth:	DATE:

We are so pleased you are interested in volunteering with the Clifton Community Arts Centre Limited trading as Wellington Orbit.

As a volunteer, it would help us to know the number of hours you would be able to commit a week so we can create a workable rota, but these might range from 2 hours to 7 days! We ask only that you are consistent and, emergencies accepted, you fulfil the duties to which you have committed. These can be changed at any time. Please use the box below to indicate this, e.g. 2 hours each Friday afternoon

Time commitment :

About you:

Please continue overleaf if necessary

I consent to the Society using this personal data for the following purposes: -
 (Tick as appropriate)

- | | |
|------------------------------|--------------------------|
| Volunteering opportunities | <input type="checkbox"/> |
| Newsletters & E-mail Updates | <input type="checkbox"/> |
| Cinema Membership | <input type="checkbox"/> |

Signed:

Name: (PLEASE PRINT).....Date:

(This consent shall last for two years from date of signature. I can withdraw this consent at any time during that period)

