

# Mind in Bexley Café Volunteer

<b>VOLUNTEER ROLE</b>	<b>Cafe volunteer</b>
<b>DAYS</b>	<b>various</b>
<b>TIME PERIOD</b>	<b>3 months minimum</b>

## BRIEF DESCRIPTION OF THE TEAM'S WORK

The Revival Café aims to be a community hub, as well as an outlet for present services run by Mind in Bexley including, the use of produce from its food growing spaces, wellbeing sessions / workshops. It will also be a way of signposting to other services. The café runs as a social business and is open to the general public offering high quality goods and service to its customers.

The shop opens from 9.00am to 5.00pm Monday to Friday and occasionally on evenings and weekend. We require volunteers to serve coffee & drinks, prepare simple food such as sandwiches, cakes and confectionery and keep the area clean and tidy. Hours/shifts are flexible and can be discussed with the café staff.

## MAIN RESPONSIBILITIES:

### Morning shift

- Setting up the cafe for opening
- Serving customers, including operating a till and cash handling
- Operate Barista Coffee machine
- Selling merchandise
- Keeping the area clean and tidy
- Record keeping

### Afternoon shift

- Serving customers, including operating a till and cash handling
- Operate Barista Coffee machine
- Selling merchandise
- Keeping the area clean and tidy
- Cleaning down and ensure building is secure
- Record keeping

### Occasional evening shifts

- To set up the cafe
- Operate Barista Coffee machine
- Serving Customers , including operating a till and cash handling
- Cleaning down and locking up
- Record keeping

## SKILLS REQUIRED:

### Essential

- Good with people,
- Good communication skills
- Flexible approach to work
- Ability to work with the general public
- Enjoy working as part of a team
- An understanding of the importance of hygiene
- Punctual and reliable

### Desirable

- Food hygiene certificate
- Retail / food service experience
- Cash handling and till experience

As a Volunteer we can offer you:

- On-the-job training – including Food Safety and Barista training
- Free lunch, beverages
- Reimburse your travel expenses up to £10 per day – **you must provide full receipts**
- Full Training provided covering the essentials including working ethos, roles and boundaries

We seek to build a happy and effective Volunteer team who can support the cafe and each other.