



**St Elvan's
Community
Heritage
Project
CF44 7AB**

Volunteer Role Description Café Worker

St Elvan's Community Heritage Project

St. Elvan's Church has been completely refurbished and, in addition to being a place of worship, is now a community heritage space which offers a welcoming facility for all those who live in and visit the Cynon Valley. We offer our volunteers the opportunity to meet people, feel valued and part of a team and work in a friendly environment.

Purpose of role

To provide a warm and welcoming atmosphere for our café customers while assisting the café team in day to day running of the café. To help ensure that the café is compliant to the highest possible standards of safety, cleanliness, quality, and performance standards

Main activities/tasks

- Working with the café team in day to day running of the cafe
- Serving customers promptly and courteously and with a smile
- Ensuring the tables and surrounding area are clean and tidy
- Taking orders, operating the till and handling the money
- Preparation and serving of food and drinks, which includes using the coffee machine.
- Cleaning the café and kitchen
- Other tasks as requested or appropriate with nature of the role

Skills & personal qualities:

- Must be willing to complete Food Hygiene Level 2 and mandatory training
- Honest, reliable and conscientious
- Willing to work as part of a team
- Accuracy and attention to detail
- Experience of working in a café is desirable

Hours There are no set shifts, and some flexibility would be appreciated. We would like the Cafe volunteer to be able to commit to at least 4 consecutive hours per week.

Reporting to: Karin Mear (Craig Roberts in her absence)
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