St Elvan's Community Heritage Trust

St Elvan's, Church Street, Aberdare
Rhondda Cynon Taf, CF44 7AB

Registered Charity No. 1208721
www.stelvans.com

Volunteer Role Description
Coffee Shop Support

St Elvan's Community Heritage Trust

Based in the centre of Aberdare town, St. Elvan's Church has stood at the heart of Cynon Valley since 1852. Following a major restoration in 2019 / 20, St Elvan's has now been restored and re-envisaged as both a continued place of worship, but now also as a busy and vibrant concert and conference space, meeting rooms, workshop and exhibition space, coffee shop and community space

St Elvan's has a team of 40 committed and highly valued volunteers who work together with our three professional staff to run our coffee shop, events and activities

Volunteering at St Elvan's offers individuals the opportunity to meet new people, feel valued, feel part of a team and to learn new skills while working in a friendly and supportive environment

Purpose of the coffee shop support role

Our baristas serve and prepare a wide range of coffees, speciality teas, and other hot and cold beverages and snacks. The coffee shop support volunteers assist the baristas as part of the team at Spires coffee shop, providing a warm and welcoming atmosphere for our customers and actively supporting the day to day running of the coffee shop, helping maintain and ensure the highest possible standards of safety, cleanliness, quality, and service in St Elvan Community Heritage Trust properties

Main activities/tasks

- Assisting in the day to day running of Spires coffee shop and accompanying facilities
- Serving customers promptly and courteously
- Ensuring the coffee shop and surrounding areas are clean and tidy
- Preparation and service of food and drinks
- Cleaning the coffee shop, kitchens and related facilities
- Other tasks as requested or appropriate with the nature of the role

Skills & personal qualities:

- Must be willing to complete Food Hygiene Level 2
- Be honest, reliable and conscientious
- Be willing to work as part of a team
- Exhibit accuracy and attention to detail

Hours Coffee shops support volunteers typically commit to 1 day per week, every week. Working hours are from 09:30am to 4:30pm inclusive

Reporting to: Louise Russell, Catering Manager (Craig Roberts or Anastazia Thomas in her absence)

Application by email to: **spirescoffeeshop@gmail.com**

For further information, visit:

www.stelvans.com

www.stelvans.com/spires-coffee-shop