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| **Volunteer Role Description – Café staff** | |
| **Name of church/body** | All Saints Church |
| **Role title** | **Café staff** |
| **Main purpose of the role** | To run the café with co-volunteers during your session as overseen by the café supervisor |
| **What you will be doing** | * Prepare and serve hot drinks * Serve snacks/cakes * Take orders and take payments * Clear and clean down tables * Wash up |
| **Number of hours a week** | Indicate your availability to the café supervisor, but at least one shift a week (3-4 hours) |
| **When and where you will be doing it** | On site at the church, in the café area, during the week or Saturday morning |
| **Benefits to you** | Meet lots of people  Gain experience working in a café environment  Gain certificates food hygiene |
| **Desirable attributes** | Confident in café environment  Conscientious  Confident engaging with customers  Good customer service |
| **Disclosure & Barring Service (DBS) Requirements** | None |
| **Who you will be responsible to** | Café supervisor |
| **Training requirements** | Food hygiene certificate  Use of till and order system |
| **Support you will be given** | Café supervisor and co-volunteers in cafe |
| **General information** | Café will be open to begin with several shifts a week, it will serve hot drinks and simple food such as cakes and biscuits |

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| **Created by:** | **Date:** |

***All role descriptions are draft at this stage and subject to change***

***The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.***