

Northmoor Community Association



Volunteering at Northmoor Community Association Community Café General Assistant

Volunteering opportunities for this project are available during:

Mon	Tues	Wed	Thurs	Fri
-	-	10:30-14:30	-	-

Please specify on the application form which times you are available.

Description of the role

The Cafe at Northmoor Community Associations (NCA) is open to the public every Wednesday from 12pm to 2pm. A volunteer is needed to provide general support to the café and manage the till.

No cooking is required but as duties include being in and out of the kitchen you will be expected to complete a level 1 food hygiene course on the computer which we will provide free of charge at the centre.

Volunteers are required to have a full induction and will be paid out-of-pocket expenses such as bus fare.

Main Tasks

- Set up the café – lay the tables, write out the menu
- Take the orders – taking orders from customers, relaying this to the kitchen, logging the orders, taking the money
- Taking food out to customers, clearing the tables, encourage customers to fill out feedback forms
- Tidying up when the café has finished, cleaning
- Counting up the takings and the orders, filing away the daily forms
- Any other duties that might arise

Skills and Experience

Volunteers will need:

- A hands on approach and an ability to cope well under pressure
- Friendly and attentive customer service
- Communication and working well in a diverse team of volunteers
- Good counting skills and knowledge of handling money
- Organised when taking customer orders
- A general knowledge of personal and food hygiene
- To be self-motivated and show initiative

What will you gain?

- Experience working within a diverse community.
- Opportunities for training and development such as food hygiene level 1+2 and nutrition.
- Improved job prospects and employability prospects.
- A rewarding sense of achievement in helping sustain the Café at Northmoor and provide affordable and healthy food for the community.
- A reference satisfactory to 30 hours over 4 months volunteering at NCA

Call: 0161 248 6823

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