

# CAISTOR ARTS AND HERITAGE CENTRE

## *Role Description: Cafe Volunteer*

CAHC exists to enrich the community of Caistor and surrounding area with experiences of heritage, art, culture and knowledge in a welcoming and encouraging environment. The operation and development of the Centre, the Charity and its' activities, events and hospitality rely considerably on the support of volunteers at all levels.

- The Cafe is central to the provision and development of a high-quality visitor experience at Caistor Arts and Heritage Centre.
- The volunteers are essential to the running of the Cafe, assisting and working alongside the small staff team.
- The service you offer will ensure all visitors have a successful and enjoyable visit to the Cafe and Centre as a whole.

What you would achieve:

- Learn new skills and have an enjoyable experience.
- Be involved in sustaining and promoting the benefits of Caistor Arts Heritage Centre/Charity for all its visitors.

What the role involves

- A range of tasks depending on skills, training and cafe routines.
- Looking after customers.
- Waiting on tables.
- Clearing, cleaning, washing up, using dishwasher.
- Taking orders, using the till.
- Making coffee, preparing some food.
- Event support.

Skills, experience and qualities preferred

- Welcoming and friendly manner with a diverse customer base.
- Willingness and commitment.
- Resilience and sense of humour.
- Awareness of any physical limitations.

Support offered

- Induction and supervision with the Centre/Cafe Manager
- Training opportunities
- Regular review of role
- Volunteer Handbook and staff/volunteer meetings
- Procedures available for working safely, resolving difficulties, contributing to the development of the Centre.

*Contact: Centre manager/ Cafe Manager/Volunteer Coordinator 01472 851605  
or email: caistorartsandheritage@gmail.com*