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# Volunteer Profile

## Tea Bar/Coffee Shop Volunteer

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We have seven centres across Elmbridge, aiming to promote an active and full life for residents. Each centre runs a tea bar/coffee shop to serve drinks and hot and cold snacks to our visitors.

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### What does this role involve?

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- serving tea, coffee and other hot drinks to centre visitors
- preparing hot and cold snacks, from toasted tea cakes to sandwiches and toasties
- for those of our centres that provide meals on wheels, the tea bar team also help to prepare sandwiches for our supper service.

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### Where is this role based and when will I be needed?

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The centres are open from 9.30am to 4.30pm, but our busy period is in the mornings when people drop in for a coffee before lunch and the sandwiches for meals on wheels are prepared.

If you able to offer a regular hour or two to cover during the times listed below, we'd love to hear from you. Our volunteers generally work by rota, taking the same shift each week or every other week.

Current vacancies:

- Molesey – Wednesday 10am - 12pm
- Walton – flexible, ad hoc cover
- Claygate – Monday, Tuesday, Wednesday 10am – 1pm
- Weybridge - Monday, Wednesday, Friday, 9:30am – 12pm
- Thames Ditton – Wednesday, Thursday, Friday, 9:30am – 12pm

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## Who will I report to?

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The Centre Manager will be there to take you through your initial induction, give you instructions and deal with any queries or issues you have while you're volunteering with us.

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## Who would this role be suitable for?

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This role would be ideal for someone who:

- enjoys meeting new people
- wants to support and get to know others in the local community
- wants to gain some experience working in a customer focused environment

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## Are there any requirements for this role?

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No prior experience is required for this role; however the tea bar can be very busy so you may need to be prepared to be on your feet for most of your shift!

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## Will I have to do any training?

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Your induction programme will include basic food hygiene training and learning use of our cash register. The centre team will also be on hand to support with any other tasks you may need to learn.

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## Will I need a DBS check?

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A disclosure and barring service (DBS) check is not required for this role.

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## This sounds like the role for me! How do I apply?

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If you've decided on a role that's right for you, you can contact our Volunteer Coordinator on 01372 474 552 or email [commservices@elmbridge.gov.uk](mailto:commservices@elmbridge.gov.uk). They will then arrange a meeting with you to discuss what you would like to get out of the role and take you through the application and DBS process. Please note that for all our volunteers we require two references, either from an employer or a character reference from someone who knows you.