



# Volunteer Catering Assistant

- Hours** Our café is open between 10:00 and 14:30, Monday to Friday, and we require volunteers who can cover during these times.
- Location:** The Cellar Trust, Farfield Road, Shipley, BD18 4QP
- Responsible to:** Catering Manager
- Role Description:**

We are currently recruiting Volunteer Catering Assistants to support the Catering Manager in the day to day running of our café in Shipley.

## Typical tasks will include:

- Customer service including greeting customers, taking orders for food and drink and some cash handling.
- Helping to serve food and drink to customers and making sure it is presented well
- Helping to store and handle food items in the right conditions whilst meeting all personal hygiene, food hygiene and safety checks
- Maintaining cleanliness and hygiene throughout the kitchen and dining area including cleaning and preparing tables, washing dishes and utensils, surfaces, and cooking appliances.
- Undertaking any mandatory training needed for the role
- Any other duties within the kitchen as instructed by the Catering Manager

## What are we looking for?

- Reliability and honesty
- Effective interpersonal skills
- Positive attitude towards customer service
- Ability to work under pressure
- Carrying out tasks necessary as part of the job as instructed by the Café Manager
- Adherence to The Cellar Trust policy and procedures

## What you will get:

- Opportunity to gain experience in a catering environment
- Basic food hygiene training & training for kitchen awareness
- The opportunity to meet new people, learning skills, and enhance your CV
- Support, supervision and opportunities for development

You will also need to complete a basic DBS check and online safeguarding training.

**Informal enquiries:** Maureen Moore (Café Manager) : [maureen.moore@thecellartrust.org](mailto:maureen.moore@thecellartrust.org)

Please send your completed application form to [volunteering@thecellartrust.org](mailto:volunteering@thecellartrust.org)