



# Volunteer Catering Assistant

## Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do.

If you have any queries about this task description, please raise them with your supervisor.

<b>Main Tasks</b>	<ul style="list-style-type: none"><li>Assisting with the opening and closing of the café.</li></ul> <p><b>Food preparation;</b></p> <ul style="list-style-type: none"><li>Preparing and serving hot and cold drinks</li><li>Some preparation of light lunches</li><li>Restocking the displays and fridges</li><li>Informing the supervisor of any shortages</li></ul> <p><b>Service;</b></p> <ul style="list-style-type: none"><li>Engaging with customers and taking café customers' orders when required.</li></ul> <p><b>Cleaning;</b></p> <ul style="list-style-type: none"><li>Cleaning tables and other work surfaces.</li><li>Loading and unloading the dishwasher and putting utensils back in place.</li></ul>
<b>Supervisor</b>	Visitor Services Officer/Supervisor
<b>Date of Last Review</b>	10/03/2022

## Role specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions from the supervisor.
- Volunteers in this role need to be keen to work in a team
- Training in all the basic tasks in this role will be given to all catering assistant volunteers.
- Possible further training opportunities related to this role can be discussed.