

Café Volunteer

How you will make a difference to Penparcau Community Forum and the wider community:

Our new Community Café at the newly refurbished Penparcau Community Centre (The Hub) needs volunteers to help make it work for our community. If you could commit to a few hours per week volunteering you would be helping us in making a big difference to the new social facility that people can now access in Penparcau.

How volunteering for Penparcau Community Forum can make a big difference to you:

- You will get a lot of personal satisfaction and enjoyment from your volunteering role
- You will have the opportunity to make a real difference to people's lives in Penparcau
- You will be able to develop new skills, expand your knowledge and use your existing expertise
- You will meet new people, make new friendships and work as part of a dedicated team

What the role involves:

- Supporting the staff, trustees and other volunteers running the Café area
- Maintaining good communications within other Café volunteers, group and colleagues
- Presenting a positive and welcoming image of the newly created facilities
- Working within charity governance best practice that complies with law
- Adhering to environmental health policies, procedures and guidelines

Skills and experience which are expected and/or can be developed in this role:

- Interpersonal skills, previous experience of volunteering would be welcomed as would experience in the catering industry.
- Confidence and experience in working within a team environment
- Good communication skills, with individuals and groups at all levels
- Patience and diplomacy

Time expectation:

This is wholly dependent on your ability to give up some of your precious time to support our efforts with the new Community Café.

How we will support you:

You will receive full training and support in your role and we will also ensure that you are "DBS" checked through our systems.

The Forum Co-ordinator and support staff will provide you with day to day supervision, guidance, direction and will work with others to ensure you have a positive and enjoyable volunteering experience. We also have a Volunteering Policy and will encourage you to attend any relevant training opportunities available locally.

Expenses

Reasonable expenses will be reimbursed where appropriate.