

Volunteer Role Description:

Tea, Coffee, and Food Prep. Volunteer

Responsible To:	Gary Dickson
Location:	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
Time Commitment:	Time commitment depends on school holidays, seasonal events and weekends, so flexibility would be required.
Role Description:	Auchinleck Community Development Initiative (ACDI) are looking for a volunteer to assist in the safe delivery of various hot drinks and food / snacks to our guests at the upcoming CommuniTea event.
Main Tasks:	<ul style="list-style-type: none"> • Making sure tea, coffee, milk, and sugar is stocked up, contact staff member if we are lacking. • Prepare food (cake and biscuits) for guests. • Pour boiling water into pot to bring to guests. • Pour water for guests who ask for it. • Offer tea or coffee to guests. <p>Training will be offered for all of the above and you will most likely be accompanied by an experienced volunteer.</p>
Required Skills, Qualities & Experience:	<p>Enthusiastic about working with children, or experience in working with children.</p> <p>First Aid certificate and REHIS Food Hygiene certificate advantageous.</p>
Training & Support Available:	<ul style="list-style-type: none"> • Volunteer induction training carried out by the co-ordinator • Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award
Any Other Requirements:	<p>Follow policies and procedures contained in the volunteer handbook.</p> <p>Treat our staff, volunteers and service users with respect.</p>
Recruitment Process:	<p>Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.</p> <p>As this role involves supervising children, a disclosure check will be carried out.</p>
Date role created:	19 th November 2021



Auchinleck Community Development Initiative (ACDI)

The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA

01290 428482

www.auchinleckcdi.co.uk

stephen.mccarron@live.co.uk

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