

Role Description: Coffee Shop Volunteer

Title: Coffee Shop Volunteer

Minimum Age: 16

Hours: 3 hours per session. We are looking to cover the slots 0930-1230 and 1330-1630

Reports to: Shop Manager/Farm Manager

Purpose

Our shop assistant has an ever-increasing range of tasks to perform and with the addition of an espresso machine for take away hot drinks, we need to provide extra support on Saturdays, our busiest day.

The purpose of the shop volunteer role is to make and serve hot drinks and to provide assistance to the shop assistant, helping to keep the shop running efficiently during opening hours and reducing waiting times for customers.

PRIMARY Responsibilities

- Taking turns on a rota and being reliable.
- Communicating promptly with Farm Manager when not available for a session.
- Following food hygiene procedures, monitoring fridge temperatures
- Making and serving coffee and other hot drinks
- Keeping the outdoor seating area clean and tidy

OTHER Responsibilities

Helping the shop assistant by:

- Assisting customers with the refill stations:
 - detergent and soap refills
 - milk refills
- Keeping the shop well-stocked
 - making up bags of flour
 - replenishing veg from the fridges
 - replenishing other produce like eggs, bottles, jars, tins
- Keeping the shop tidy
 - general awareness of what the shop looks like and keeping the shelves tidy
 - wiping down surfaces, cleaning the fridges, sweeping the floor
 - breaking up cardboard boxes
- Welcoming and showing visitors round the farm
 - dispensing chicken feed and showing where the chickens are
 - explaining safety precautions



Alder Moor Community Farm is a project of Alder Trust

107 Firgrove Road, Southampton, SO15 3ET
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