

## **Gainsborough Library Café Volunteer Role Description**

The library service has used volunteers for many years but recently the new independent and community model has increased the opportunity for volunteers to become involved in many aspects of the library service and the local community. Every library now has its own community or 'Friends' group which include members of the community giving up their time on a voluntary basis to support their local library.

Supporting Gainsborough Library and its community through the 'Voices4Gainsborough' group, volunteers help run the Library café.

### **Commitment:**

The level of commitment for this role varies but we would require a minimum commitment of 4 hours, half a day over a 1-week period. Attend training in order to keep up to date with health and safety and food hygiene standards

### **Key Elements of the Role:**

Working in partnership with the Library Manager and other staff. The role of café volunteer can vary, but could include:

- Restocking shelves and fridges
- Follow good hygiene practices, wearing the appropriate footwear and clothing (T-shirt and Apron are provided)
- Working in partnership with library staff and other volunteers
- Attending meetings
- Handling cash
- Help clear away and clean the cafe at the end of the shift
- Being mindful of others, treating all with respect

### **Person Specification:**

We are looking for volunteers who are:

- Enthusiastic about their local library and the role that it has in the local community
- Able to serve customers efficiently with food and drink orders and take payments
- Keen to expand what the library offers in order to encourage more people to use it
- Reliable
- A good team worker who is able to work effectively with library staff and other volunteers.
- Good hygiene
- Confident in preparing snacks, light meals (training will be provided)
- Excellent customer service

# SUFFOLK LIBRARIES

- Assist in preparation of café and counters before, during and at the end of service.

If you're interested in becoming a cafe volunteer, please email [mandy.grimwood@suffolklibraries.co.uk](mailto:mandy.grimwood@suffolklibraries.co.uk) Gainsborough Library Manager or contact Mandy on 01473 927270.