

## **Kairos Coffee – Volunteer Job Description**

Kairos Coffee is a venture by Shirley Baptist Church. It will seek to further the purposes of the Church. Its success will be dependent on the effectiveness of the management and volunteers. The whole operation must present a friendly and welcoming environment in which customers and volunteers alike feel comfortable, enjoying excellent service.

**Job summary -** To assist in the Manager/Assistant Manager in the running of Kairos Coffee in accordance with the purpose, vision and values statements, which are enclosed.  
To do this, volunteers will embrace the ethos of the Church and Kairos Coffee, in particular its desire to demonstrate Christian love to the community.  
Training and support is provided to help you fulfill the tasks set out below

**Responsible to -** The Coffee Shop Manager/Assistant Manager

### **MAIN ROLES & RESPONSIBILITIES**

To support the Coffee Shop Manager/Assistant Managers in the running of Kairos Coffee including –

- Delivery of an optimal customer service experience, maintaining the highest standards of food and beverage quality and presentation.
- Assisting with all aspects of the coffee shop, including Food Hygiene, Health & Safety, till operation, food preparation, making drinks, clearing tables, operating the dishwasher and cleaning
- Ensuring schedules for cleaning are carried out.
- Assisting the Manager/Assistant Manager on duty as required for the smooth running of Kairos Coffee.
- Be willing to attend training

### **Other duties**

- Assisting in preparing the coffee shop for business in the morning includes – taking down chairs, wiping down tables and other work surfaces, going shopping, prepare food for chiller, baking bread/pastries, cooking bacon, and putting out outside furniture as required.
- Once shop is open assist where necessary on till, food preparation, making drinks, clearing tables, operating the dishwasher. If shop is quiet, assist where necessary in any extra cleaning/ dusting, ensuring supplies topped up, e.g. biscuits in jar, knives and forks wrapped, adequate sugar etc. in cups.
- Assisting in closing down coffee shop at the end of the day includes – checking food dates for wastage, cleaning down appliances, cleaning down chiller, taking rubbish out, binging in outside furniture, cleaning toilets, putting chairs up in shop, sweeping and mopping all floors