



Volunteer Role Description

Kitchen and Tearoom Volunteer



Purpose of the Role:

To provide a friendly and welcoming service in a community focused tearoom by preparing, cooking and serving fresh homemade meals made from local, seasonal, sustainable and environmentally friendly ingredients where possible. You will be working within a team of volunteers to deliver a simple but unique menu inspired by local heritage.

As a tearoom volunteer you may choose to work in the kitchen, as a server in the tearooms or a mixture of both. Your supervisor and main contact will be Jodie Carver, Tearoom Lead.

Availability of Role:

The Tearoom will be open 6 days a week, Monday-Saturday with various shifts available. There will be opportunities to volunteer for occasional evenings, meetings and special events throughout the year.

Main Activities:

- Providing a welcoming and friendly atmosphere for customers especially families
- Taking orders and handling money using the electronic till system
- Preparation and serving of food (training provided)
- Following and recording food prep using Food Standards Agency guidelines
- Monitoring equipment and cleaning workspaces before and after shift
- Liaising with Tearoom Lead over stock control and deliveries
- Undertaking any other tasks as requested or appropriate within the nature of the role

What the Museum offers:

- A safe, welcoming and supportive environment
- Food Standards Agency training
- The opportunity to develop and learn new skills
- Social events and volunteer outings
- An opportunity to meet new people and benefit your community
- Tea, coffee and the occasional piece of cake!

What you can offer us:

- Ability to work as part of a team in a busy environment
- Professional or home baking skills and experience
- A friendly and approachable manner
- A willingness to undertake training and follow guidelines
- Customer service skills or confidence to interact with visitors

Time commitment of role:

The Kitchen and Tearoom Assistant volunteer roles require a commitment of 3 hours weekly either in the morning, lunch time or afternoon.

All roles at the museum include a trial period of 25hrs to ensure the role is right for you and the museum team.

Next Steps:

If you would like to join our friendly group of volunteers please fill out a volunteer enquiry form here www.barnstaplemuseum.org.uk/getting-involved/

Alternatively if you have any questions about the role or volunteering at the museum please contact us on museum@northdevon.gov.uk or 01271 346747.