

Tearoom Volunteer

Volunteer Role Description



**Shuttlewood
Clarke
Foundation**

Registered Charity 803525



Shuttlewood Clarke Foundation



Ulverscroft Grange, Whitwick Road, Markfield, LE67 9QB

About this role

Situated in Charnwood Forest, with views towards Bradgate Park, Old John and North-West Leicestershire, the tearoom welcomes around 500 visitors each week. The tearoom is open from 10 am – 3.30 pm from Monday to Friday serving breakfasts, lunches, afternoon tea, cakes and drinks. Our volunteers support the front of house team, welcoming our visitors, delivering orders and keeping the tearoom looking clean and inviting.

What's involved?

- Delivering food and drinks orders to the tables
- Welcoming visitors to the tearoom
- Keeping the environment clean and inviting – clearing tables, wiping down surfaces, refilling condiments and sugar bowls
- Upholding good health and safety and hygiene standards
- Folding linen
- Preparing cutlery rolls
- Handing out menus/change to afternoon menu
- Restock cold drinks fridge

You will not be asked to

- Heavy, physical activities
- Use dangerous or complicated machinery
- Work within the main food preparation area/kitchen
- Handle money

Skills and Qualities

- Good interpersonal skills – vital for this customer-facing role
- Flexible and reliable with a willingness to learn new skills

Support | Friendship | Wellbeing | Education

- A level of fitness to cope with standing, walking and carrying trays with food

Time Commitment

Volunteers are asked to make a regular commitment. We are seeking volunteers for the following days/times

- Thursday – 11:30 am – 2.30 pm
- Friday – 11.30 am – 2.30 pm

Training

Training and support will be provided.

All volunteers need to become conversant with the food hygiene regulations and, where appropriate, implement emergency fire, evacuation and accident procedures in line with the Health and Safety Policy.

How to apply

To find out more, and express an interest in the role, please contact our volunteer co-ordinator by emailing hello@shuttlewood-clarke.org or by phone on 01530 244914 or click on the QR code below.

