

Cottenham Community Centre Coffee Shop Volunteer Application

Description of role

Cottenham Community Centre (CCC) Coffee Shop employs 4 members of staff but is primarily run by a fantastic team of Volunteers.

Volunteers are an essential part in making the Coffee Shop a welcoming, friendly place for those who visit.

Volunteer tasks include the setting up the Coffee Shop before it opens, serving behind the counter, operating a basic till, making hot drinks, preparing food, clearing tables, washing up, and tidying up after closing time.

The Coffee Shop is open between 10am and 2pm daily (except Sunday) and 10 am until 4.30 pm on a Monday. Volunteers generally work a 2.5-hour shift, either from 9.30 am until 12 noon or 12 noon until 2.30 pm. A drink is provided to all Volunteers per shift worked and any food can be purchased at half price before or after the shift worked and may be consumed on the premises but not behind the counter.

Volunteers are asked to wear black trousers/jeans and sensible toe-covered shoes. Volunteers are provided with a CCC T-shirt which they are responsible for laundering after every shift, and an apron which is laundered daily on the premises.

Volunteers are required to complete this application form, attend an induction session, and, if preparing or handling food must complete a Food Hygiene Certificate (this is a simple course completed online, and is paid for by the CCC).

All volunteers will have access to a copy of CCC's health and safety statement, risk assessment, and policies on equal opportunities and protection of children, young people and vulnerable adults. These are available on the Community Centre Website (www.cottenhamcc.org/charity) and a paper copy is available from the office.

All applications must be approved by the CCC Trustees.

Cottenham Community Centre Coffee Shop Volunteer Application Form

NAME.....

ADDRESS.....

.....

..... TEL.NO.

E-MAIL:

If under 18, please provide Date of Birth.....

Which Coffee Shop tasks would you prefer to help with? (Please tick)

- Serving behind the counter []
- Using the Till []
- Preparing Hot drinks []
- Preparing food []
- Clearing tables []
- Happy to do any of the above []

Have you any particular skills you feel would be an asset to the Coffee Shop?

.....
.....
.....

Please tell us a little about your work experiences, your interests/hobbies etc

.....
.....
.....

Have you suffered in the recent past any of the following: (Please tick)

- Asthma []
- Diabetes []
- Epilepsy []
- Back problems []

Any other serious illness? Please provide details:

.....
.....

Person to be contacted in the event of illness at work.....

Tel. no.....

We are delighted that you are applying to work as a volunteer with us. All those working for the Cottenham Community Centre Coffee Shop are asked to provide the names of two people who have known you for a minimum of two years and can give a reference. They may be an employer, former colleague, former teacher or a neighbour, but not a relative.

1) NAME.....

ADDRESS.....

.....

..... TEL.NO.

Describe how you are associated with the applicant

.....

2) NAME.....

ADDRESS.....

.....

..... TEL.NO.

Describe how you are associated with the applicant

.....

I am happy for you to contact the person(s) named above in order to obtain a reference

SignedDate.....

Please return to: Volunteer Applications, CCC Trustees, Cottenham Community Centre, 250a High Street, Cottenham, CB24 8RZ

OFFICE USE ONLY:

APPROVED BY TRUSTEES

Signed.....

Date.....

**Cottenham Community Centre Coffee Shop:
Volunteer Reference.**

.....has applied to be a volunteer at the Cottenham Community Centre (CCC) Coffee Shop. The CCC employs 4 members of staff but is primarily run by a team of volunteers. Volunteer tasks include setting up the Coffee Shop before it opens, serving behind the counter, using a basic till, making hot drinks, preparing food, clearing tables, washing up and tidying up after closing time. Volunteers play an important role in making the Coffee Shop a welcoming, friendly place for those who visit.

We would really appreciate you taking the time to complete and return this form.

Your name
How do you know the applicant?
How long have you known the applicant?
In what ways do you think that they would be suitable for this volunteer position?
Are there any reasons why they might not be suitable for this volunteer position?

Signed

Date:.....

Please return to: Volunteer Applications, CCC Trustees, Cottenham Community Centre, 250a High Street, Cottenham, CB24 8RZ (SAE Enclosed)

Cottenham Community Centre Coffee Shop Under 16's Parent/Guardian Permission Form

.....has applied to be a volunteer at the Cottenham Community Centre (CCC) Coffee Shop. The CCC employs 4 members of staff but is primarily run by a team of volunteers. Volunteer tasks include setting up the Coffee Shop before it opens, serving behind the counter, using a basic till, making hot drinks, preparing food, clearing tables, washing up and tidying up after closing time. Volunteers play an important role in making the Coffee Shop a welcoming, friendly place for those who visit.

I, (name of parent/guardian),

give permission for(name of applicant)

to volunteer at the CCC Coffee Shop.

Emergency Contact No:

E-mail:.....

Signed..... Date.....

Cottenham Community Centre Coffee Shop

Copy to be returned

In common with many working environments, the coffee shop poses a number of potential risks to health and safety. It is important to us that these are minimised and you are required to familiarise yourself with the attached Health and Safety, and Risk statements. As part of your induction process, we will also highlight the main areas of concern.

If you become aware of any practices that you feel pose a risk to yourself or others, these should be reported immediately to your supervisor or in the event that this is inappropriate a Cottenham Community Centre Trustee (details are available on the website www.cottenhamcc.org).

First aid equipment is stored in the office and in the two kitchen areas.

In an emergency telephone 999.

Our policies on equal opportunities, health and safety and protection of children, young people and vulnerable adults are available on our website (www.cottenhamcc.org/charity) and a copy is available from the office. Any incidents contravening these policies should be reported to your supervisor or to the Cottenham Community Centre Trustees.

I confirm that I have:

- Received and understood the statements and policies referred to above
- completed an induction session
- been provided with a CCC T-shirt
- provided a Food Hygiene Certificate (where appropriate)

Signed..... Date.....

Cottenham Community Centre Coffee Shop

Retention copy for volunteer

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