

Role Title	Museum Coffee Shop Volunteer
Purpose of Role	To work in the Museum's Coffee Shop as part of a team of paid staff and volunteers. The Coffee Shop is small but busy serving drinks, snacks and light lunches to visitors during museum opening times. The objective of the volunteering role is to: work alongside the duty manager, other staff and volunteers to provide refreshments for visitors.
Main Activities and Tasks	The role will involve, some or all of the below activities: • Welcoming visitors in a friendly manner • Taking orders • Serving drinks, snacks and light lunches • Cleaning and clearing tables • Working on a till and using a credit card machine (full training will be given) • To work as part of a volunteer team on a rota
Skills Needed	• Good communication skills • Confidence in working with the public and a wish to help ensure a good, positive visitor experience • Polite and approachable • Reliability and commitment to the team
Training	Training will include: • Full induction including health and safety • Till and credit card machine training • Ongoing support from the staff team
Time Commitment	Variable and negotiable on recruitment. This role will involve a trial period of 3 months to ensure that it is the right role for you.

If you are interested in joining our volunteer team, please complete our **Volunteer Application Form** and return it to the Nature in Art, via email to: education@natureinart.org.uk

or by post to:

Volunteering, Nature in Art,
 Wallsworth Hall,
 Sandhurst Lane,
 Sandhurst,
 Gloucester,
 GL2 9PA.

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