# Add a job – PROJECT ASSISTANT - VOLUNTEERS

#### Employer

Birmingham Care Group

#### Job title

Project Assistant

#### Contact name

Tehmina Akhtar

#### Contact phone number

01215239690

#### Contact email address

tehmina@birminghamcaregroup.org

#### Sector

Charity/third sector/voluntary

## Location

Where is the job based?



Field based

Job Area

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	-

### On-site

Remote

Combination (2 or more different job bases

Address if on-site or combination:

#### Building and street

Unit 6 Magreal Industrial Estate, Freeth Street

#### Town or city

Birmingham

Postcode

B16 0QZ

Is public Transport available if on-site or combination

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Don't know

# Job details

Yes

No

Job summary

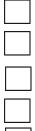
A brief description of the role and duties.

Within the hub and café you will be required to:

- Provide excellent customer service to our café visitors.
- Take customer orders, prepare food and drink to required standards.
- Managing cash and card payments
- Monitor stock levels ensuring shortages are reported so they can be replenished.
- Ensure all café equipment is in good working order, reporting any faults/issues promptly.
- Ensure all relevant food safety instructions are adhered to.
- Maintain the cleanliness/tidiness of the cafés and areas, ensuring any waste is disposed of appropriately.
- Assist if needed in the food pantry
- The opportunity 'to give something back' to your local community and join our band of hardworking, dedicated, volunteers.
- Meeting new people, making new friends and being part of the Birmingham Care Group team.
- The ability to be able to develop new skills and interests and put them into practice.
- The opportunity to put your existing set of skills into practice.

We are looking for volunteers who: - Love food and feeding people - Are creative and like thinking on their feet - Enjoy being part of a hard working team - Enjoy a fast paced environment with a healthy buzz - Want to spend time with other people and get stuck in to community focused work.

### Job type



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Permanent

Temporary

Self-employed

Contract

Other

## Number of jobs



Submission limit

Closing Date

Job Start Date (Optional)

asap

Total hours per week

15

## Working pattern and days

For example, shift patterns and flexibility around school hours.

Tuesday, Wednesday, Thursday, Friday

10am-3pm

Rate of pay

## Skills needed

List the skills, experience and qualifications the claimant will need.

Fluent in English
Good customer service skills
Basic food hygiene
We will provide additional training if needed:
Health and safety, fire safety, manual handling (retail)
Ability to work on their own and use their initiative
DBS checks required or we will process this as a volunteer

## How to apply

For example, list whether a CV is needed or how an application should be sent.

Please forward CV's to the email address provided

## Application website address (optional)

For example, https://www.indeed.com

www.birminghamcaregroup.org

## Is an interview room at the job centre required?

	Yes
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