

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

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

Yes

No

Don't know

Job details

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

- Permanent
- Temporary
- Self-employed
- Contract
- Other

Number of jobs

Submission limit

Closing Date

Job Start Date (Optional)

Total hours per week

Working pattern and days

For example, shift patterns and flexibility around school hours.

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
- No