

Caritas Diocese of Shrewsbury
St Mary's Caritas Centre
Community Café / Laundry Team

Volunteer Roles and Responsibilities

- Preparing hot and cold drinks and serving pre-packed snacks.
- Welcoming everyone who comes to sessions at the Centre.
- Keeping kitchen and meeting areas clear and tidy during sessions.
- Setting up and packing down the café.
- Assisting visitors with the use of laundry facilities.
- Keeping records of who has visited and used the facilities.
- Work with the team to ensure a safe and welcoming environment for all.
- Adhere to Caritas' rules, procedures, and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers, and clients.
- Be reliable and consistent with regards to your agreed time commitment. Inform the named person in plenty of time if unable to attend the group.
- Be prepared to work in accordance with the Caritas Safeguarding Policy.

It is expected that volunteers will

- Attend a welcome session and ongoing training as required.
- Agree to DBS check as required.