**Role Outline**

**Role title: Coffee Shop / Lunch Club Assistant**

In …………………………………………………… Methodist Church

The Coffee Shop / Lunch Club Assistant is an individual who will be present whilst the Coffee Shop / Lunch Club is open, to assist the Coffee Shop / Lunch Club Coordinator.

*Part 1*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

*The following duties will be undertaken as part of the role outlined above.*

* To help set up the tables, chairs and crockery in preparation for the opening of the coffee shop
* To ensure a warm, clean and safe and welcoming environment is created to welcome customers and visitors
* To serve hot and cold drinks and food to customers, to take payment from them and ensure they receive the correct change if necessary.
* To talk to the customers and make them feel at home.
* To ensure that any food or drink which is prepared on the premises is done so safely, under strict food hygiene guidelines.
* To ensure that all dirty crockery and cutlery is washed, dried and put away at the end of the session, and all rubbish is disposed of.
* To assist any customers who may struggle with mobility to move around the premises as required. This could include assisting them to find a table and sit down or assisting them to their car or taxi.
* To share pastoral concerns with the Minister\* and/or pastoral leader/s
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to the Coffee Shop / Lunch Club Coordinator

This role is not required to have a DBS check

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..