

# VOLUNTEERING with Jigsaw

## Café Assistant

### Role summary

Jigsaw Trust is a UK registered charity committed to raising awareness of autism throughout wider society, to enable understanding, acceptance and a broader scope of opportunities for autistic individuals.

Jigsaw's 'Café on the Park' is a social enterprise that provides a café facility for the tenants and businesses on Dunsfold Park whilst also providing Jigsaw's learners with work experience that is tailored to their individual needs and abilities within a busy catering environment.

This exciting volunteering role is an opportunity for a willing helper to support the café staff and enhance the opportunities and experiences we offer our learners.

The Café is open from 8am to 3.30pm, Monday to Friday. There is no minimum number of volunteer hours required for this role, but we suggest a minimum of 4 hours a week to benefit yourself and the team.

All volunteers are expected to adhere to Jigsaw's philosophy and values and must be a minimum of 18 years of age.

### Activities

- Providing a friendly and helpful welcome to all café customers and visitors
- Assisting with keeping the café fridges and displays well stocked
- Preparing hot drinks and food to café standards (full training will be given)
- Taking customers' orders and payments via the electronic ordering system
- Delivering food and drinks to tables
- Clearing tables and loading and unloading of the dishwasher
- Keeping both the front and back areas of the café clean and tidy
- Taking part in both individual and team training sessions
- Adhering to all Jigsaw policies including but not limited to - Data Protection, Health & Safety and fire procedures

The above is indicative of the tasks to be carried out and may change from time to time, in consultation with the volunteer and in line with service needs.

### Personal qualities

- Experience of working in a customer focused environment
- Experience in a similar industry would be advantageous but is not essential
- Strong communication and interpersonal skills
- A team player with a flexible 'Can Do' approach
- A welcoming, friendly and professional personality
- The ability to demonstrate confidentiality, patience, sensitivity and reliability
- A sound understanding of equality and diversity
- Confidence with using basic IT applications
- The ability to follow Jigsaw's policies and standards
- Willingness to undertake training and development activities

### To apply for this volunteering opportunity

Please download and complete the Application Form at [Volunteer-Jigsaw Trust](#) and return it by email to [careers@jigsawtrust.co.uk](mailto:careers@jigsawtrust.co.uk). If you would like more information or have any questions, please contact our Careers Team at [careers@jigsawtrust.co.uk](mailto:careers@jigsawtrust.co.uk) or telephone 01483 277366.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK if applicable. This cost will be covered by Jigsaw.

Caring • Person-Centred • Continuous Learning • Integrity • Teamwork