



## **Volunteer Job Description**

**Position:** Café/Bar Attendant

**Purpose:** To provide residents/families and visitors with espresso and/or cappuccino during week and weekends.

### **DUTIES AND RESPONSIBILITIES:**

1. To be available from 10:00am-12:00pm or 2:00pm-4:00pm during week.
2. To make coffee for residents, families and staff.
3. To document all sales of coffee shop.
4. To be able to operate coffee machine.
5. To keep area clean and sanitized during shift.

**TIME COMMITMENT:** At minimum a two hour commitment from either 10:00am-12:00pm or 2:00pm-4:00pm during week and weekends.

### **REQUIRED SKILLS AND QUALIFICATIONS:**

- Ability to communicate with residents and staff.
- Ability to use espresso machine.
- To be a sympathetic listener.

### **ORIENTATION AND TRAINING:**

A general orientation to the Home and the coffee area job will be given by the Volunteer Coordinator or selected Staff/Volunteer prior to your first shift.

### **ACCOUNTABILITY/REPORTING:**

Responsible to the Volunteer Coordinator or Charge Nurse