

VOLUNTEERS

CLIFTON HOUSE BISTRO VOLUNTEER

Do you enjoy meeting new people? Our Bistro is an excellent way to meet our residents. Are you looking for a volunteer opportunity that keeps you busy a few shifts a week? Our on-site Bistro is a café environment in a friendly continuing care manor.

ROLE DESCRIPTION and RESPONSIBILITIES

You will be responsible for:

- Handling cash, debit and credit transactions through a POS system
- You will reconcile the cash drawer and receipts and prepare the deposit at the end of your shift
- You will be responsible for stocking the display fridge and snack items
- You will keep the countertops and tables clean and sanitized
- You will be pouring coffee and other hot beverages using a touch screen machine

The shifts are 10:00am – 2:00pm weekdays and weekends.

Ideally you will be able to commit to a minimum of 2 to 3 scheduled shifts per month.

You will need:

- Excellent communication and interpersonal skills to engage with residents
- Experience working with cash and POS systems is preferred (training will be available)
- Be able to lift and carry light loads for re-stocking
- Understand the safety requirements and rules of the Brenda Strafford Foundation
- Sign in and out and track your hours
- Arrive on time and maintain a professional demeanor with residents and staff
- In a timely manner, let your supervisor know if you are running late or unable to fulfill your commitment

REQUIREMENTS

- Completed application
- Successful completion of the interview process
- Positive reference checks
- Pass a Police Information Check and Vulnerable Sector Search
- Complete the orientation and training

SUPERVISED BY

Hospitality and Culinary Services Manager

October 2023

Date of Origin