

Volunteer Café Team Leader (cafes)

Name of Role	Volunteer Café Team Leader
Purpose of Role	To arrange the team rota and plan each café session for the Canterbury Food Bank distribution café.
Reporting to	Coordinator and Volunteer Supervisor

Responsibilities
<ul style="list-style-type: none">• Ensure that all volunteers on the team have applied to Canterbury Food Bank to act as volunteers and that the necessary forms have been completed by each volunteer and submitted to the volunteer administrator.
<ul style="list-style-type: none">• Ensure that all volunteers are aware of CFB policies and procedures.
<ul style="list-style-type: none">• Ensure that all volunteers are aware of the Health and Safety rules set out for CFB café operations.
<ul style="list-style-type: none">• Ensure that the team members without access to email are advised of any email communications addressed to volunteers.
<ul style="list-style-type: none">• Arrange regular team briefings
<ul style="list-style-type: none">• Produce the rota for volunteers to staff the café and ensure that it is shared with the team members and copied to Coordinator and Volunteer Supervisor.
<ul style="list-style-type: none">• Agree with team members who will undertake the Desk Manager and Session Manager roles at each café. (Note: the Café Team Leader may undertake one of these roles at the cafe or neither of these roles as they wish provided the individual accepting these roles each week is capable of undertaking the relevant responsibilities).
<ul style="list-style-type: none">• Report any issues or concerns to the Volunteer Supervisor to be raised with the Core Team if necessary.
<ul style="list-style-type: none">• Identify any training needs for volunteers and report these to the Volunteer Supervisor.