



12 Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

Volunteer Role Description

Role title: Food & Beverage Volunteer	
Main purpose of role: To support the food and beverage teams, either behind the scenes or with dealing the public	
Department: Operations and Facilities	Location: HaverHub HQ, The Old Post Office, Quay Street, Haverfordwest
Position reports to: Operations and Facilities Manager	Position is responsible for: N/A

Main duties

- Assisting in the bar or kitchen areas either behind the scenes or public facing.
- Appropriate instruction, training, and opportunities to find roles best suiting the individual volunteers will be provided
- Clearing and maintaining tidy safe areas for other team members and the public.
- Friendly flexible people ideally with some F&B experience or a desire to gain experience in this sector.
- Helping take deliveries, unpack and restocking as needed
- Prepping and washing food and crockery as required.
- Setting up tables and bar areas for public for different types of events and activities
- Setting up before and clearing up after sessions to the necessary standards.
- Some checking or basic paperwork to record duties as necessary, with full training given.
- Some roles will involve taking and processing payments

Volunteers will be given flexibility over the tasks detailed above, and the role can be tailored to suit the experience of the individual. Additional tasks can be identified depending on skills and interests.

Last updated: 25/03/2021

Date of next review: 25/04/2021



12 Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

Person Specification

Job Title: Food & Beverage Volunteer

Department: Operations and Facilities

The below person specification is purely a guide for the qualifications, experience and skills that would be beneficial for the voluntary role available. Training will be provided where needed.

Factor	Essential	Desirable
Qualifications		
▪ Reading and writing skills	✓	
▪ Food Hygiene certificate		✓
Relevant experience		
▪ Working well within a team.	✓	
▪ Excellent customer service		✓
▪ Dealing with customers face-to-face		✓
▪ Communicating with and assisting the public		✓
▪ Food and beverage experience		✓
Aptitude, skills and abilities		
▪ Knowledge of food hygiene		✓
▪ Good numeracy and literacy skills	✓	
▪ Aware of when to seek help and advice	✓	
▪ Support and ensure that COVID-19 safety measures are adhered to	✓	
Personal attributes		
▪ Passionate about making a difference	✓	
▪ Commitment to HaverHub values	✓	
▪ Welsh speaker		✓

Please contact us if you would like to have an informal conversation, if have any questions or if would like to arrange a visit.

We welcome correspondence in English or Welsh.

Name: James Cordell

Title: Volunteer Coordinator

Email: recruitment@haverhub.org.uk