**Squires Coffee House
Volunteer Profile**

For information on how to apply, please see the “How to Apply” section below.

 **Volunteer with Peterborough Museum’s team**

Are you confident interacting with the public? Would you like to build your hospitality experience?

We are looking for enthusiastic and confident volunteers with a “can do” attitude to support Squires coffee house in ensuring our visitors enjoy their coffee and cake!

As part of the team, you will be involved in the meeting & greeting of visitors and serve them using the till system as well as ensuring tables are cleared and clean and the coffee shop is kept tidy at all times. You will help keep on top of the washing up and regularly check stock and replenish when required.

**Peterborough Museum & Art Gallery has a Coffee House?**

Peterborough Museum & Art Gallery is one of the city’s most historic buildings, tucked just behind the city centre on Priestgate Street. Squires Coffee House is located on the ground floor of the building and offers a range of food and drink options including vegan and gluten free. Squires provides visitors with a unique experience and is the social hub of the building.

Situated within a Georgian Mansion, this building has served as the cities Museum for over 70 years; featuring seven permanent galleries whish display national and internationally important collections, alongside four evolving gallery spaces that offer a dynamic programme of events and exhibitions throughout the year.

**Volunteering Hours:** Squires is open Tuesday to Saturday, 10-4pm, we will work with you to find a shift that suits you.

**Reporting to:** Fiona Syme, Catering Manager & Kerry Green, Museum & Art Gallery Site Manager.

**Location:** Squires Coffee House located in Peterborough Museum & Art Gallery, Priestgate, Peterborough, PE1 1LF.

**Roles and Responsibilities:**

Under the direction of the Catering Manager & Museum & Art Gallery Site Manager, you will assist with a variety of tasks such as…

* Meet & greet visitors.
* Take visitor orders via the till.
* Clear and clean tables including sweeping the floor and ensuring Squires is tidy at all times.
* Help keep the Squires and the Museum a warm and welcoming local attraction.
* Adhere to any procedures and policies in place to ensure a safe environment for all.

**Training & Induction:**

As a Squires Coffee House volunteer you will undergo a full induction of the building providing you with information on our fire evacuation policy and first aid policy. You will also be given any training relevant to the role including your Level 2 Food Hygiene training where you will receive a certificate on completion. You will be supported by Squires staff at all times and will receive in house training by them on various procedures.

**What to wear**

We will provide you with a T shirt and apron, please wear black trousers or knee length skirt with sensible shoes.

**Giving back to you**

As one of the Museums volunteers, you will join a thriving network of likeminded individuals who are passionate about their local heritage and culture. By becoming a volunteer and valued member of the Museum team we will give back by providing…

* Free hot drinks available in the staff room.
* Discounted entry to Museum talks and lectures.
* Opportunities to build and develop your skills, knowledge and experience.
* A welcoming environment to meet new people and make friends within the local community.

**How to Apply**

If you are interested in becoming a Squires Coffee House volunteer, please email museum@peterboroughlimited.co.uk

Please add “**Squires Coffee House Volunteer**” to your emails subject line.

In your email please give a brief profile of yourself and why you are interested in this volunteering opportunity. You will be required to meet with the Catering Manager prior to completing the on boarding process for an informal chat about the role. Please also indicate your availability for either a full or half day of volunteering. A valid address and postcode will be required to begin the on boarding process with our managing company Peterborough Limited.