|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | |  | | | |
| Address | |  | | | |
| Contact Telephone Number | |  | | | |
| Contact Email | |  | | | |
| Which Venue would you like to volunteer at: | |  | | | |
| Are you happy to have a CRB Check completed: | |  | | | |
| When would you like to Volunteer ( Please state the times next to the relevant days) | | | | | |
| Monday  Tuesday  Wednesday  Thursday  Friday  Saturday | | | | | |
| What support would you like to offer? | | | | | |
| Can we support you with any further training or advice? | | | | | |
| Please note if you do not wish to provide the below information you are still welcome to volunteer for us. | | | | | |
| Ethnicity: |  | | Age Range:  (Please tick the appropriate field) | 18 – 24 |  |
| 25 – 35 |  |
| 35 – 50 |  |
| 50 – 60 |  |
| 60+ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started Volunteering with the Trust: |  | Date Ended Volunteering with the Trust: |  |

Volunteering at the West View Cafe

Volunteering within our Lotto funded West View Community Café will give you the opportunity to meet new people, develop your customer service skills and learn about all aspects of commercial catering. You can choose to either volunteer as a ‘Front of House Team Member’, ‘Kitchen Team Member’ or a combination of both.

Please tell us which activities you are happy to do; which you would like further training before undertaking and which activities you feel are not for you.

Please note that before volunteering with Paddock Community Trust we will complete your Induction training.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity: Front of House Team Member Role | Happy to do | Would like training in this area | This is not for me |
| Serving customers including taking written orders |  |  |  |
| Processing payments using the till |  |  |  |
| Maintaining the front of house areas, cleaning, tidying and organising |  |  |  |
| Arranging displays and assisting with the planning and organising of events and activities |  |  |  |
| Working as part of a team, effectively communicating with colleagues |  |  |  |
| Activity: Kitchen Team Member Role | Happy to do | Would like training in this area | This is not for me |
| Preparing food for service periods |  |  |  |
| Creating a range of meals to order |  |  |  |
| Presenting meals in an attractive, well presented manner |  |  |  |
| Using a professional coffee machine to create a range of hot drinks |  |  |  |
| Cleaning and maintaining the kitchen areas in line with Food Safety and Health and Safety Standards |  |  |  |
| Additional comments: | | | |

*Paddock Community Trust is passionate about training and developing our members and volunteers and as such all volunteers will be offered a range of additional training including aspects of shop management and a range of courses available from the Trusts training and outreach team.*

Please complete the following:

|  |  |
| --- | --- |
| Emergency Contact | |
| Full Name |  |
| Relationship to you |  |
| Contact telephone number (Preferred) |  |
| Contact telephone number (Secondary) |  |
| Address |  |

Are you currently taking any medication? Yes / No (Circle)

If yes please detail ……………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

Do you have a criminal record Yes / No (Circle)

If yes please give details of any unspent convictions

…………………………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………………

Have you any restrictions set by the court Yes / No (Circle)

Please sign here to confirm that the Paddock Community Trust team has completed your induction

training with you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signed:

Date:

Signed on behalf of Paddock Community Trust:

Date: