



Café Meet and Greet Volunteer Profile

Purpose: To offer support to café staff in greeting and seating customers

Availability: Monday to Sunday, between 11am and 3pm

- To welcome customers, visitors and patients to the cafe in a friendly, professional, empathetic and helpful way.
- To greet and seat customers at tables with existing bookings or walk-ins after checking the bookings list.
- To take phone bookings and enquiries.
- To support at events occasionally
- To be familiar with the fire instructions and follow the procedures
- To adhere to the hospice's Data Protection Policy and ensure that the confidentiality of information relating to customers, patients, relatives and staff is followed to at all times.
- To comply with the hospice's Health & Safety Policy at all times.

The above is intended as a guide, duties may be amended or adopted as and when they are identified.

Restrictions: café volunteers must be a minimum of 18 years of age