

# Refresh Volunteer – Event Logistics

## Location: Bicton, Shrewsbury

### Summary:

Behind the scenes at the hospice, Refresh volunteers play an important role in making sure our pop-up café is ready for the many events and festivals we attend. By helping organise stock, prepare equipment and ensure everything is packed and ready to go, you help set the team up for a successful day in the community.

We're so much more than a cuppa and cake. With community at our heart, we create positive, memorable experiences wherever our café travels – and that begins with the careful preparation that happens before and after each event.

From sorting and checking supplies to unloading vans and restocking equipment, your support helps keep everything running smoothly. As a Refresh volunteer in this role, you'll be helping to raise vital funds for our care and ensuring our teams out in the community have everything they need to create welcoming experiences for everyone.

**Purpose:** To help handle stock and equipment for our pop-up café at events and festivals

**Hours:** Our Refresh Café is out on the road at weekly events from May to September and is especially busy during the festive season.

Shifts typically worked in 2-hour blocks.

Preparation: Wednesdays and Thursdays

Post-event: Monday mornings

### Typical activities include:

- Sort, organise and prepare stock and equipment for upcoming events, including loading vans
- Carry out stock checks using agreed checklists
- Monitor event supply levels and report any shortages or replenishment needs
- Unload vans after events and help return equipment and stock to storage
- Restock and prepare supplies ready for future events
- Organise and check key items, including; health and safety boxes, coffee beans, tea and other consumables
- Package boxes and bags
- Ensure gazebos (on wheels) and equipment bags are complete, tidy and ready for use

Please note: this role includes lifting and moving equipment and stock