



THE  
HEXTOL  
FOUNDATION  
FOR WORKING OPPORTUNITIES

Hextol  
Tans

# Cafe Assistant

A guide for volunteers



# What will I be doing?

Working in the Hextol Tans, you will be looking after our customers and the Cafe.

You will learn new skills whilst making hot drinks and preparing food. You will also serve food and drinks to our customers. Looking after the Cafe includes clearing and cleaning the tables and stacking and unloading the dishwasher.

The Cafe is in the middle of Hexham, in St Mary's Chare.



# What skills do I need?

To work at the Hextol Tans, you need to:

- listen to and follow instructions, and not be afraid to ask questions
- be happy to work in a busy cafe, as part of a team
- be friendly and polite to customers and the people you work with
- understand the importance of good hygiene
- be organised
- be keen to learn new skills



# Why join team Hextol?

As a volunteer working in the Hextol Tans, we will support and encourage you to achieve your work and personal goals.

It can be busy but it is fun - you will meet new people, both customers and staff. Being part of this team will boost your self confidence while building your work experience.

We offer employability training around our core skills programme. Every 3 months you will learn a new set of skills and your progress is rewarded at quarterly team meetings.



Being part of our team also means you can join us socially! Throughout the year we hold events like BBQ's, Christmas parties and bowling. These are free to attend for our volunteers.

You will also be welcome at our Lunch Club, which is held Monday - Friday in our Gilesgate office.





To join our friendly and supportive team, please get in touch with our Beneficiary Engagement Manager,  
**Jo Elliott:**

Telephone 07826 620361 / 01434 605253

email: [jo.elliott@hextol.org.uk](mailto:jo.elliott@hextol.org.uk)

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