



Column Bakehouse Events Assistant

Role purpose

The Bakehouse events assistant's purpose is to attend local food events to sell Column Bakehouse produce and help promote it and to help in Column Bakehouse during events.

Role Description and Key Responsibilities

- To serve customers buying Column Bakehouse produce
- To promote Column Bakehouse and Devonport Guildhall at events
- To answer the phone taking orders, bookings and enquiries.
- To assist with clearing tables and cleaning areas of bakery.

Person Specification:

Knowledge, Skills and Experience

- Strong interpersonal skills
- Friendly approachable nature
- Some experience working directly with members of the public
- Experience of cash handling

Competencies

- A keen interest for local history
- Commitment to excellent customer care and maintaining a positive external image of RIO



Hours volunteer is required: *(We understand that this role may be shared between 2-3 volunteers depending on the availability of suitable individuals).*

Saturdays and Sundays

Weekdays will also be available when helping in Column Bakehouse itself.

Start date: Sunday 27th April

Application deadline: Monday 21st April 2014 at 5pm.

- Please send completed application forms to:
volunteer@realideas.org or post to Kate Rowlands, Volunteer and Training Manager, Devonport Guildhall, Ker Street, Devonport, Plymouth, PL1 4EL.

