## **Summer Festival**

Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex,RM11 1JU	Role Title	Bar Support
Hornchurch Road, Hornchurch, Essex,RM11 1JU		· · ·
Purpose/ summary of role		
Description of tasks  Serving drinks at the event Taking payment (Cash and Card) Preparation of drinks Keeping the bar stocked Keeping the bar area clean and tidy Checking customers identification  Able to attend pre-event training and also able to commit to a time slot to cover the bar  Customer service skills Time management Problem-solving Communication  In the build up to the event: Briefing of volunteers Rehearsal ahead of the day On the day of the event: Briefing at the beginning of shift Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM111JU	Responsible to	Bar Manager
Preparation of drinks Preparation of drinks Keeping the bar stocked Keeping the bar area clean and tidy Checking customers identification  Able to attend pre-event training and also able to commit to a time slot to cover the bar  Customer service skills Training & Skills  Training & Support  In the build up to the event: Briefing of volunteers Rehearsal ahead of the day On the day of the event: Briefing at the beginning of shift Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator contact In the build up to the event: Briefing at the beginning of shift Area manager to support the volunteer Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU	_	To provide support at our Summer Festival.
Preparation of drinks  Keeping the bar stocked  Keeping the bar area clean and tidy  Checking customers identification  Able to attend pre-event training and also able to commit to a time slot to cover the bar  Customer service skills  Time management  Problem-solving  Communication  In the build up to the event:  Briefing of volunteers  Rehearsal ahead of the day  On the day of the event:  Briefing at the beginning of shift  Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM111JU		<ul> <li>Serving drinks at the event</li> </ul>
Keeping the bar stocked     Keeping the bar area clean and tidy     Checking customers identification  Able to attend pre-event training and also able to commit to a time slot to cover the bar      Customer service skills     Time management     Problem-solving     Communication  In the build up to the event:     Briefing of volunteers     Rehearsal ahead of the day On the day of the event:     Briefing at the beginning of shift     Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU		<ul> <li>Taking payment (Cash and Card)</li> </ul>
* Keeping the bar stocked  * Keeping the bar area clean and tidy  * Checking customers identification  Able to attend pre-event training and also able to commit to a time slot to cover the bar  * Customer service skills  * Time management  * Problem-solving  * Communication  In the build up to the event:  * Briefing of volunteers  * Rehearsal ahead of the day  On the day of the event:  * Briefing at the beginning of shift  * Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator  Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU	Description of tooks	Preparation of drinks
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Able to attend pre-event training and also able to commit to a time slot to cover the bar  Customer service skills  Time management Problem-solving Communication  In the build up to the event: Briefing of volunteers Rehearsal ahead of the day On the day of the event: Briefing at the beginning of shift Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator contact Information  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU		<ul> <li>Keeping the bar area clean and tidy</li> </ul>
Commit to a time slot to cover the bar  Customer service skills  Time management Problem-solving Communication  In the build up to the event: Briefing of volunteers Rehearsal ahead of the day On the day of the event: Briefing at the beginning of shift Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator contact Information  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU		<ul> <li>Checking customers identification</li> </ul>
Qualities & Skills  Customer service skills  Time management Problem-solving Communication  In the build up to the event: Briefing of volunteers Rehearsal ahead of the day On the day of the event: Briefing at the beginning of shift Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator contact Information  Coordinator contact  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU	Time commitment	Able to attend pre-event training and also able to
Time management     Problem-solving     Communication  In the build up to the event:     Briefing of volunteers     Rehearsal ahead of the day On the day of the event:     Briefing at the beginning of shift     Area manager to support the volunteer  Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU		commit to a time slot to cover the bar
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Rehearsal ahead of the day     On the day of the event:	Training & Support	In the build up to the event:
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Benefits of being a  Volunteer  Volunteer  Benefits of being a  Volunteer  Volunteer  Volunteer  Benefits of being a  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer  Benefits of being a  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer Engagement  Coordinator contact  Volunteer Road, Hornchurch, Essex, RM111JU		<ul> <li>Rehearsal ahead of the day</li> </ul>
Area manager to support the volunteer      Volunteering with Mind Havering, Barking &     Dagenham can be a rewarding experience and a     feeling of being able to do something for someone     else, develop your skills, learn new skills and meet     new people. It can also help you to gain a sense of     pride and build your self-esteem, becoming more     confident, widening your network and feeing valued     by our staff and those who are attending the event.      Volunteer Engagement     Coordinator contact     information		On the day of the event:
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Penefits of being a  Volunteer  else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeing valued by our staff and those who are attending the event.  Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU		<u> </u>
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