

Volunteer Role Profile

Volunteer Role	Tea Bar Volunteer (BRI)
Volunteer Manager	Volunteer Coordinator
Where you will be based	Hospital

Why we want you

The Friends of BRI are a well established small charity who raise funds for the hospital by running Tea Bars, and stalls, and we are looking for volunteers to help run Tea Bars at Bradford Royal Infirmary, serving drinks and snacks to our patients, visitors and staff.

We are specifically looking for people who are committed and can give their time regularly for a rostered shift, usually a morning or afternoon. You will be punctual, honest, and reliable and have a friendly and approachable manner. No prior experience is necessary as training will be provided.

What you will be doing

- Preparing and serving hot drinks, snacks (including toast, and ready prepared sandwiches) and soft drinks
- Using an electronic till
- Handling cash and electronic payments
- Moving and handling of light loads
- Light cleaning duties
- Stock management and rotation
- Reporting maintenance jobs as and when they arise
- Collecting bread and milk from catering (where applicable)

The skills you need

- Punctual and reliable
- Good communication skills
- Relate to people in a polite, friendly and courteous manner
- Well presented, with a friendly and approachable manner
- Ability to respect confidentiality
- Good numeracy skills
- A commitment to uphold the Trusts Values
- A commitment to uphold the Trusts Equality and Diversity Policy
- Compliance with the Trusts Volunteer Policy and the Volunteer Handbook
- Willing to receive any training required for the volunteer role
- To use Assemble, the Volunteer Management Database

What's in it for you

- All training is provided by Bradford Teaching Hospitals NHS Foundation Trust
- The opportunity to gain the National Volunteer Certificate
- Excellent volunteer support
- Out of pocket expenses paid
- NHS ID provided
- Gain new skills and experience

Disclaimer

Volunteers CANNOT be involved in any of the following:

- Clinical or medical treatments of any kind
- Psychological interventions
- Clinical advice
- Moving or handling of patients
- Personal care activities including toileting and bathing
- Chaperone patients to appointments
- Lifting or handling of heavy equipment
- Undertake any role outside of their volunteer role without checking first with their volunteer coordinator

Volunteers are reminded of the importance of confidentiality at all times. They must under no circumstances discuss patients' affairs with any person other than the relevant staff. If a patient or carer discloses information relevant to their condition, the volunteer should direct the patient or carer to speak to the supervisor in charge.

Please note: The work of volunteers will complement and not supplement that of paid employees of the Trust.