



Job Title	Coffee Morning Volunteers, Charity Team
Key Responsibilities	<ul style="list-style-type: none"> ○ Setting up tables and chairs in the marquee for an event ○ Filling and switching on the hot water urn ○ Organising and setting out the tea, coffee, biscuits, cups and plates on the serving table ○ Cleaning/tidying up after event ○ Enabling the smooth running of events ○ Liaising with the event lead to confirm timing of event and any other duties required
Time commitment	<p>Approx 2.5hrs per month, usually the last Saturday of every month</p> <p>Volunteer arrival 9:30am.</p> <p>Coffee morning 10-11:30am.</p> <p>Tidy up and finish by 12pm.</p>
Required/Desired Skills & Qualifications	<ul style="list-style-type: none"> ○ A friendly attitude and welcoming demeanour... with a big smile ○ AEC will provide a free DBS certificate (essential)
Requestor's name	<p>Zarina Khan, Al-Emaan Centre Charity Lead.</p> <p>Email address: zarikhan@homail.co.uk</p>