



Role Profile

Job Title

Front of House Support Assistant

Main location

Portland College

Hours

Monday – Friday (Term Time Only) 09:00am – 14:30pm

Reports to

Enterprise Manager

Start date

Promptly

Are you looking for a rewarding way to make a difference in your community? Do you have some spare time during term time and a passion for helping others? If so, we have an exciting opportunity for you to get involved!

Our dining room is a hub of activity where individuals gather for nourishing meals, warm conversations, and a sense of belonging. You will be confident in supporting with assisting with meal preparation and service, setting up and cleaning dining areas and delivering great customer service.

We are a national charity and our vision is that all people with disabilities will have a lifetime of opportunity.

What you will be doing

- Assisting with meal preparation and service
- Laying out tables and chairs
- Setting up and cleaning the dining area
- Providing a warm and inviting atmosphere

Other information

Volunteering hours for this role are from 09:00am – 14:30pm (Monday – Friday Term Time Only).

In addition to term time support, we also welcome volunteers to support us for special events and celebrations throughout the year on ad-hoc basis. We understand that your time is valuable, and we appreciate any support you can offer during term time. Whether you can spare a few hours a week or a couple of days a month, your contribution will make a meaningful impact. Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff and volunteers to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.



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