

Volunteer Agreement

Volunteers are an essential and valued part of the CC Coffee team. We hope that you enjoy volunteering with us.

This agreement tells you what you can expect from us and your commitment to the team. We aim to be supportive, so please let us know if you need to change shift/day for any reason and we will do our best to accommodate you. Please don't hesitate to contact us if you have any questions.

We will:

- explain CC Coffee works and your role in it
- provide you with any training you need to fulfil your role
- keep you informed of any planned changes
- provide a safe workplace
- abide by Equal Opportunities and Diversity best practise
- talk through any problem that may arise in connection with your volunteering

Pastor Scott and Giovanna oversee volunteer training.

As a volunteer within CC Coffee, you are promising to:

- be reliable and punctual, working to the best of your ability
- give 48hrs (if possible) warning to Giovanna if you cannot cover your volunteer shift
- follow CC Coffee rules and procedures in regard to Health and Safety, Food Hygiene, Work Dress Code and personal conduct towards staff and customers
- committed to sorting out any problems that may arise within the team in ways that do not impact negatively on the customers or day-to-day working and are able to forgive and forget

Note: This agreement is in honour only and is not intended to be a legally binding contract of employment

Name:

Signed:

Date: