

# Volunteering Opportunity



## A meeter and greeter's role at EATS Rosyth

**About this opportunity:** The role primarily involves welcoming visitors to Rosyth Community Hub. As the friendly face at the building's entrance, you will be guiding and directing visitors to the cafe, shop, office or other areas, as well as providing basic information (such as wifi codes and telling people how things work). You might also be laying out teas and coffees in meeting rooms, responding to spills, doing spot checks for cleanliness and other important ad hoc tasks.

This is a great role for those who have an outgoing nature and want to use/develop their interpersonal skills.

	mornings	afternoons	evenings
Mondays	✓	✓	
Tuesdays	✓	✓	
Wednesdays	✓	✓	
Thursdays	✓	✓	
Fridays	✓	✓	
Saturdays			
Sundays			

**Min age:** 16

**Max age:** None but will require dexterity, standing and mobility

**Training Provided:** induction.

**Experience required:** interest in people, friendly and kind.

**Restrictions on who can volunteer:** None

**Application process:** Apply by email [volunteer@eatsrosyth.org.uk](mailto:volunteer@eatsrosyth.org.uk), dropping into the Hub, or calling 07782 848705.

Please provide:

- Your name
- Phone number and email address
- The position(s) you're interested in
- What days and times you'd like to volunteer (even one shift is welcomed)

**Taster available?** Not at this time

**Travel details:** Rosyth Community Hub will be at 115a Queensferry Road, Rosyth, KY11 2PS. The nearest bus stop is Queens Buildings. Free parking is available nearby but can be limited.

