SURVIVING CHRISTMAS: VOLUNTEER DUTIES

WHEN DO WE NEED VOLUNTEERS:

CHRISTMAS DAY
9.30 - 5 PM (Guests allowed in at 10am)
BOXING DAY
9.30 - 5 PM (Guests allowed in at 10 am)

No minimum time required although would like either (a) all day, (b) AM or (c) PM

WHAT JOBS/AREAS ARE VOLUNTEERS NEED FOR?

Tea Bar: involves making and serving refreshments to guests

and volunteers each day

Making sandwiches - gloves obligatory

Food Hygiene Cert required

On **Christmas Day** and **Boxing Da**y organising a refreshment table with sandwiches, cakes, fruit,

sweets, biscuits etc.

Sweets on each table in dishes

Washing UP, cleaning the work areas, ensure all

rubbish is cleared in skip/bins etc.

Tables: help to lay the tables - of 10 - with cutlery, plastic

mugs, jugs of water, serviettes, crackers etc.

To clear tables and transfer to kitchen for washing

up etc.

Catering: help required in the kitchen during the 2 day event

Catering experience and food hygiene cert required

gloves obligatory

Washing up, clearing up Lead Chef to supervise

Serving: help to serve guests the hot meal

To transport the food from kitchen to worship hall

Hosting: One of the most important volunteer roles is to engage

with guests throughout the day, perhaps play draughts, other games, cards etc. Ensure guests take advantage

of the meal and not fill up on sandwiches cakes etc!

Ensure that guests are made aware of the fact that they may have a shower - towels etc provided, have a haircut, beard trim etc

A volunteer will be organising the slots available

Entertainment: We aim to provide entertainment throughout the two day event.

No qualifications required but food hygiene certificates preferable. Common sense - if you spot any kind of potential trouble please alert a lead volunteer or Trustee - these will be wearing a red badge

No alcohol allowed on the premises, if you see any guest with a glass or bottle which you suspect is alcohol, alert a Trustee

Toilets should be checked on a regular basis for discarded needles, sharps bins provided and ensure toilets are clean throughout the day.

At the end of the day the kitchen floor, hall floor and toilets need to be swept and washed. Toilets checked for sharps please

Food and refreshments are available for all volunteers and we encourage you to take your christmas lunch with the guests but please just help yourselves to any refreshments you may like during the days.

Age is not of importance although minimum age is 18 and over - no upper limit. 16 and 17 year olds may be accompanied by adults although we try to discourage younger teenagers attending.

We recommend that you leave your handbags, coats and accessories in your cars as we cannot be responsible for your belongings in the hall - they WILL disappear!!

Our first priority is for your safety, do not put yourself at risk DO NOT offer to drive a guest home or to the hall DO NOT offer money to any guests When in doubt, check with a Trustee or Lead Volunteer for guidance

Have a wonderful time and ENJOY!!