Companions of the Order of Malta

Briefing for Monday and Thursday's Companions Café – Spanish Place

Time: 6 – 8.30pm (set up from 5.30pm)

St James' Church Spanish Place, 22 George Street, London W1U 3QY

To the left of the main church doors please find the stone stairs down to the church hall.

Timings:

5.20pm - 6pm: Volunteers set up hall and are allocated jobs for the evening.

6.10pm: Briefing. Particularly important for volunteers that have not been for a while, or it is their first time.

6.30pm: Approximately 40 - 80 guests are invited inside for supper. 80+ guests served in the lobby.

8:15pm: Guests leave, and volunteers tidy and clear the hall. Usually takes about 20 minutes to tidy.

Companions' Cafe:

- Volunteers arrive in the hall. Volunteers set up the tables. Outside monitors commence monitoring the queue and chat with the guests.
- Hot meal prepared. Volunteers lay the tables and on a Thursday they prepare the clothing and toiletry supplies. Short briefing where Safeguarding guidelines and any other up to date information is given to the volunteers by the team leader. Volunteers are divided up into different groups with a team leader/group.
- Guests come into the hall; volunteers welcome the guests, serve drinks and food to the guests at their table. Volunteers chat with the guests whilst supper and supplies (on Thursdays only) are being given out.
- On a Thursday - Supplies volunteers will ask the guests if they need any supplies whilst they are sitting at the table eg clothes and toiletries. These will be brought to the guests at the tables.
- Guests leave and the volunteers tidy and clean the hall.

PPE:

CoM material aprons and gloves provided. Masks are available if anyone wants to wear them.

Volunteer Jobs:

1 Team Leader, 4 volunteers outside, 3 volunteers in the kitchen, 5 volunteers in the serving area, 7 waiters/waitresses to serve the guests. Thursdays only: 7 extra volunteers to assist giving out/sort supplies.

If for some reason you arrive after 6.30pm, please find the team leader to inform them that you have arrived so they have a record of everyone in attendance. If you have not come before, please can you tell the team leader so they can give you a fuller brief. All volunteers should have filled out a Volunteer Registration form before they volunteer. Please do not come if you are feeling unwell on the day.

Thank you so much for offering to help. Please do not hesitate to contact Kate MacKenzie (London Coordinator) with any queries before volunteering at the Companions Café – companions.london@orderofmalta.org.uk