Companions of the Order of Malta

Activity Leader Briefing

Overall Responsibilities

Ensure the smooth running of the evening, keeping our guests and volunteers safe and apply the 3 R"s:

Recognise Report Record

- Welcome all volunteers and get to know them, so they come and talk to you if they have any concerns.
- Sit down and brief all new volunteers on their first time. Offer any new volunteer a "buddy" that they can work with during their first session.
- Hold the briefing at commencement of the mission
- Be the eyes and ear in the room. Helping if the kitchen is stressed, being aware if a volunteer gets stuck with a guest.
- Chat to guests, get to know the guest and 'feel the room'
- Do the jobs people don't like doing
- In case of emergency call police or ambulance
- Familiarise yourself with Risk Assessment before attending.

Check list upon arrival:

Oversee the room set up
Kitchen (urn, oven on, ensure clean before starting, tidy, food delivered)
Welcome and chat to each volunteer, ensure aprons, gloves and optional mask are available.
Allocate volunteers to the different teams - monitoring the queue, kitchen, supplies, serving the guests.
Check the wellbeing of all our guests and no one is under the influence before the guests come into the hall.

Briefing:

See information specific to the mission/activity.
Volunteer guidelines – safeguarding.

Check list upon departure - team leader and one other volunteer:

Tables and chairs cleaned and returned to the appropriate place.
Kitchen clean and tidy.
Rubbish disposed of, and new bin liners placed in the bins.
Ensure all guests and volunteers have left the hall.
Check fire doors are closed and lock the doors on leaving.
Report to the next team leader anything necessary eg Shopping list.
Complete the Volunteero Report and update the volunteers list on the shift
eg remove volunteers who did not attend and add volunteers that attended.