**Breakfast Club Bayswater Activity Briefing**

**Address**
St Mary of the Angels Bayswater
Newman Hall
Moorhouse Road
London W2 5DJ

**Activity Leaders**
- Wojtek Szymczac
- Andrea Gayon
- Helena Letman

**Jobs (minimum requirement)**
Kitchen Area:
1x Cook
1x Helper/ washer up
Shower Area: tbc/ optional
2x Volunteer
Restaurant Area:
3x Volunteers

**Number of guests**
+/- 20

**Menu**
Not to order. Due to kitchen restrictions:
- Porridge
- Scrambled eggs with bacon, beans and sausages with toast and muffins
- Fruit
- Tea & Coffees
- Orange juice

We will pre-cook everything from 6.15-7pm and then move proceedings upstairs.

**Atmosphere**
Tables to be set up as Café style with red/ white table cloth with set places. We aim to provide a happy environment to chat and serve our guests in a relaxed friendly atmosphere. All our volunteers are encouraged to sit down and enjoy our delicious breakfast with our guests.

**PPE**
CoM Aprons or COM t-shirts
Volunteers handling food to wear gloves at all times

**Timing:**

| | |
|---|---|
| 6.00-6.15 | Arrival Volunteers to set up |
| 6.30 | Volunteer Briefing and Prayer<br>Queue monitored, Track and Trace information taken. Entry of guest into Hall |
| 6.50 | Cooked Breakfast served |
| from 7.00 | Hand out of Tesco vouchers to commenece by AL |
| 8.00 | Guests start to leave the hall |
| 6.30- 7.50 | Showers (tbc) |
| 8.30 latest | Finish tidy |

**Format of the Breakfast Club**

- Volunteers arrive and signs in at the register.
- Set up begins followed by a briefing before guests enter the Hall.
- Our guests form a queue. 2 volunteer monitor that the queue is orderly and no guests are under any influence or substances so fit to enter the hall.
- Track and Trace for guests is completed before entry to Hall.
- Volunteer in charge of the showers to advise guest when there shower slot becomes available. After every shower they will follow the COM Cleaning and Disinfection Protocol. It's the cleanest shower in London!
- 3 volunteers will serve Breakfast and chat to our guests.
- The parish supply £10 Tesco vouchers to hand out to our guests. There is a limited number AL to advise team.

**Steps to Volunteer at BC Bayswater**

1) Mandatory Volunteer Registration Form to be filled out and sent to Kate Mackenzie companions.london@orderofmalta.org.uk

2) Link to the BC Bayswater rota on Google Sheets is shared once 1) is received.

Is a simple way to schedule volunteers electronically. You will be sent a link to sign up (register your attendance). It is also easy to update. It is important that if you have signed up and you can't make it to let the Activity Leader know asap of the change of plan

3) Before every BC a weekly briefing is sent out and before the activity starts a briefing sharing news and the volunteer safeguarding information

**Guidelines:**

- **Please wash hands upon arrival and use hand sanitiser and follow activity leader guidelines on PPE**
- **Please sign in and don't forget to wear a name tag**
- **If you feel unwell in anyway please don't attend and let me know.**
- Bags and jackets are kept in the cupboard downstairs (at your own risk)
- If you don't know the name of a guest address him with sir or madam. We always refer to them as guests.
- **PLEASE DON'T FORGET TO READ ALL THE MANDATORY INFORMATION FOR VOLUNTEERS-** Activity Briefing, Information for Volunteers (Safeguarding & Code of Conduct), Bayswater Job Description, COM Cleaning Protocol.