# East Hill Companions Café
# Volunteer Briefing

**Address**
St Mary's Magdalene Catholic Church
Huguenot Place, East Hill
96 North Side
London SW18 2QU

**Logistics:**
Kitchen:
4x Cooking, washing up and Tea& Coffees

Security/ Doors (runner & picnic)
2x Helper

Serving & Chatting
4 x waiters

Activity Leader:
X1

**Timing:**

| | |
|---|---|
| Set up: | From 6.00pm |
| Volunteer Briefing: | 6.45pm latest or when all volunteers have arrived |
| Open doors: | 6.50pm |
| Guests leave: | 8.00pm |
| Tidy up & Clean up: | 8.30/9pm |

**Number of guests**
Up to 38 inside
Weekly Delivery to 3 local needy families (Family of 11, Family of 4 and Family of 4)

**Food**
All home cooked by 4-6 volunteers delivered to hall.

Menu:
Baguette and Butter served after prayers

Starter:
Ie. Soup, Crudités with Humus, Mozzarella and tomato, Salads, canapes, Blinis

Main:

ie. Home cooked meat dish and a vegetarian option (shepherds/ cottage/ fish pie, lasagne, stew, chicken bake, macaroni cheese, pasta with meatballs)

Pudding:
Ie. Home baked Cakes and cookies, mousse au chocolat etc.., Fruit, Yoghurt and Granola

Drinks:
Tea/ Coffee/ Juices

Take Away Menu:
The above in a take away box if required

**Atmosphere**

Tables to be set up as Café style with red table cloth and set places in the background we will have music playing to create a relaxed friendly atmosphere.

**Format of East Hill Companion's Cafe**

- Volunteers arrives and signs in with the Actvity leader
- Set up begins followed by a briefing before guests enter the Hall.
- 2 volunteers are in charge to offer hand sanitiser and chat to out guests, to ensure that the queue is orderly until the hall set up is completed
- Guests entry is controlled and staggered so no congestion in the hall occur.
- A volunteer at the entrance at all times, the runner to take orders for take away picnic if there is an overflow
- 4 designated 'serving' volunteers will take orders in their area. The serving volunteers will also be on chatting duty.
- Designated kitchen team will remain in the kitchen to cook, plate up, make coffees & teas, washing up, cleaning kitchen at the end of the activity. Other volunteers are asked not to enter due to space restrictions.

**Guidelines:**

- **Please wash hands frequently and use hand sanitiser.**
- **Please sign in and don't forget to wear a name tag**
- **If you feel unwell in any way please don't attend and let me know.**
- Bags and jackets are kept in a cupboard.
- If you don't know the name of a guest address him with sir or madam
- Please put your dirty CoM apron into the dirty laundry Ikea bag.
- **PLEASE DON'T FORGET TO READ ALL THE INFORMATION FOR VOLUNTEERS.**

**Activity Leaders:**

Anna & John Dermot Colahan,
Helene & Sibylle Metge Toppin
Helena Letman (m: 07798 558 109)
Kate Mackenzie (London Co-ordinator)
Paul Letman (Chairman of the COM)

BASMOM registered company no. 5039938, registered charity no. 1103567