Companions of the Order of Malta
Musical Luncheon
JOB DESCRIPTIONS

Overall

All areas to be wiped down with anti bac spray upon arrival
Help with carrying supplies from cellar to hall and setting tables etc…
No Food on the kitchen bar.
All food preparation should be made in the designated savoury and sweet area
The kitchen team works in a very tiny space. Please no other volunteers to enter the kitchen area.
The kitchen team will decide when beverages and food is ready to be served to our guests.
No hot drinks to be served before all the guests are seated due risk of spillage and injury
No more than 4 people in the kitchen area, too crowded. It is very stressful so please be patient!
No hot beverages or soup to be served while all guests have arrived due to Health and Safety concerns.

Kitchen Area

Coffee & Tea Maker
o Fill urns
o Make tea and coffee
o Prepare all coffee and tea pots so that drinks can be poured at the table by table hosts, approx. timing 12.15
o Once first wave of hot drink served prepare thermos with coffee and big tea pot so 'table' coffee/ tea pots can be refilled easily.
o Ensure that urn and kettle have boiling water.
Washer up & drying
o Assist tea, coffee and Toast maker
o Washing up as we go along of dirty soup mugs and dirty plates
o Tidy away and organise all the supplies to be put away in the cellar

Food Coordinator(s)

Ensure all people helping with food wash their hands and wear gloves
Make plates for savoury and sweets for each table
Remember to keep containers for end of luncheon and tidy away.
Ensure gluten free and diabetes plates are clearly labelled and prepared inc. sweetener
Replenish and get the 'table' plates ready for seconds
To organise plate for the Oratory Fathers and porter at the end of the session
To organise the remaining food to go to SP

Welcome Team

First Aid Officer- Liz Leonard in charge of all emergency matters and to help inc. with un/loading bus
Ramp to be securely positioned and tested.
Organise the bus parking so that entrance is free for guest access and no random cars are parked in front of the hall.
At arrival and departure, 3 designated volunteers on hand at top and bottom of steps and of the ramp to monitor that each guest is accompanied by his/ her carer down the steps and to help/ assist if required.
Staggered arrival of care homes to avoid congestion on entry into hall
When all the guests have left the Hall, wipe the tables with Anti- bacterial spray, stack the chairs and tidy away the tables, sweep the hall floor, help in kitchen if necessary, help with

carrying all the Luncheon party supplies back to the store room in the cellar in Oratory House, all bins to be emptied

Table Hosts and Serving x1-3 Volunteers per table

Table host to have overall oversight of the table needs.

Take coffee & tea and orange juice orders and serve to the guests once the kitchen has given green light.

New tea pots and coffee pots to be used to serve guests at table.

Offer soup, savoury and sweets once the kitchen has given green light.

Once savoury and sweet courses have been served, return the remains to the 'holding' area' for the plates to be replenished by the 'food coordinator' and ready to be offered as second.

Tidy away dirty soup mugs and dirty plates after savoury course. New plates for sweet course if required.

Refill drinks and re- offer soup, savoury and sweets.

Chat and sing with the guests

Be aware of needs of guests, any problems advise their carer or table host

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Singing Team

Meet for the singing briefing in the entrance at 12.15 with Chris to decide order of songs

Grand entrance of the singers at 12.30

3x short singing sessions:

o 12.30- 12.40pm

o 13.00-13.10pm

o 13.30- 13.40pm

When not singing grab a chair and sit with the guests, chat and have a cup of tea!

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Flower coordinator

At arrival in charge of decorating the tables and making the flower arrangements

Organise/ decorate the take away goodies table at entrance

During the activity help with serving food, chatting and singing

After 3rd singing round start to take all the flowers from the tables and prepare into bunches ready for our guests to take them home.

Put all the vases and table decorations back into one bag ready to be stored away in cellar.

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Thank you for making the musical luncheon such a happy occasion

for our guests!