THE COMPANIONS OF THE ORDER OF MALTA
Breakfast Club Golden Square
Activity Briefing

Address: Church of our Lady of the Assumption and St Gregory
Challoner Room
24 Golden Square
London W1F 9JR

Jobs

Kitchen: 1x cook, 1-2x tea & coffee and toast, 1x washer up
Shower area: Alan + 1x volunteer
Floor of the hall: 3 – 5 volunteers
Outside/upstairs service including runner 3 – 4 volunteers
Outreach 2+ volunteers - each team should consist of at least two volunteers. On return provide backup as needed

Number of guests

- Inside in the hall up 21 guests at the tables
- Outside/upstairs will depend on demand
- Outreach will depend on demand

Menu

- Inside/hall: porridge, toast and muffins, fulling dish breakfast (sausage, bacon, fried eggs, beans and fish), fruit, tea and coffee and orange juice with any spare rolls • Outside/upstairs: same as inside/hall
- Outreach: tea and coffee and thermoses with foil wrapped rolls of bacon or sausage

PPE

- Com aprons and gloves

Timing

0615 – 0630 volunteers arrive and set up; queue monitored,
0630 briefing, register of guests taken, numbers confirmed and controlled entry downstairs into the hall
0700 – 0815 cooked breakfast served
0830 guests to leave and tidy up
0700 – 0915 showers and laundry for guests
1000 (at latest) complete tidy up

Format: See job descriptions

Some Key Points to remember

- Wear your apron with name tag
- The person looking after the shower (usually Alan) will keep the key
- If you do not know the name of the guest refer to them as, “Sir” or “Madam”
- Familiarise yourself with the COM Guidelines for volunteers and other guidance