THE COMPANIONS OF THE ORDER OF MALTA

Breakfast Club Golden Square
Job Descriptions

Kitchen x3–4

- All:
  - Clean surfaces on arrival with anti-bacterial spray
  - Tidy and clean kitchen at the end of the morning
  - Leave a flask of hot water and remaining coffee and picnic supplies for late shower guests
- Cook:
  - Menu:
    - Inside: porridge, full English cooked breakfast (eggs, bacon, fish, Friday, beans), fruit
    - Outside/takeaway: full English cooked breakfast to order. The offering will vary depending on volunteer numbers and food supplies.
    - Outreach: bacon rolls, and sausage rolls wrapped in tin foil
- Toast & coffee/tea
  - Make tea/coffee and toast
  - Fill dishwasher
  - Washing up as things progress

Shower x2

- Clean the surfaces on arrival with anti-bacterial spray
- Confirm with the guests who have put their name down for a shower their slot time
- Clean and ventilate shower after each guest and follow the Cleaning and Hygiene Protocol
- Prepare shower packs (towel, bathmat, toiletries) and handout supplies (T-shirts etc.)
- Support Alan in his tasks
- Make a list of supplies needed and advise activity leader of them
- Offer a takeaway tea or coffee and picnic to late shower guests
- Clean loos after each use following the Cleaning and Hygiene Protocol
- Clean and store away supplies etc at the end of the session

Serving x3-5

- Set up, as needed, the tables following the floor and table design
- Take tea and coffee and orange juice and generally serve the guests
- Offer fruit and toast until the porridge is ready
- Salt and Pepper should be on the tables provide jams honey etc along with sauces as requested.
- Take orders for a full English breakfast
- Chat and have breakfast with the guests
- Ensure that the guests do not move around. Avoid queues for the loos.
- Clean tables and chairs with antibacterial spray once the guests have left
- Sweep, vacuum clean and mop the floor
- Re-arrange tables and chairs

Queue Monitor – Outside x2

- Monitor the queue and take a register for those coming downstairs to the hall. Ensure that no guest under the influence comes down into the hall.
- Ensure all the relevant signs are displayed on the railings

- Set up one table with some chairs on the street by the railings. Bring up the box with supplies as well as tea and coffee flasks with milk and sugar
- Chat with the guests and the queues and those upstairs
- Take orders for takeaway meals and keep a tally of numbers in the register
- Take a note for the register of the numbers served on the outreach

Runner – outside/inside link x1

- Provide a link between the queue monitors and the kitchen for orders
- Refill tea and coffee as required
- Chat with the guests upstairs
- If an outside guest requires the loo, check on availability

Clean and late team

- Assist with cleaning duties including helping Alan with the showers if necessary
- Follow the COM Cleaning and Hygiene Protocol
- Chat with the guests
- Offer those guests taking a late shower a takeaway picnic
- Assist with tidying up ensuring all the supplies are put away. The hall must be spotless and tidy and in even better condition than we received it.