**Companions Café – Colchester**
Activity Briefing

**Address:** Colchester Quaker Meeting House, 6 Church. Street, Colchester, Essex, C01 1NF
**Activity Leaders:** Georgie Holt Evans, Julia Louch, Lorna Constable

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

**Number of guests:** +/- 40-50

**Menu:** Not to order. Due to kitchen restrictions:
- Fried eggs with bacon, beans and sausages with bread and butter
- Fruit and yoghurt
- "Frosties"
- Tea & Coffees and Hot Chocolate
- Orange juice/blackcurrant juice
- Homemade cake often with custard

PLUS pack up bags to include a round of sandwiches, a banana, a satsuma, bottle of water, chocolate biscuit and crisps

We will cook everything on arrival.

**Atmosphere**
Tables to be set up as Café style and guests can sit where they like. 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
Volunteers handling food to wear gloves at all times

**Timing:**
7.30/8.00am First volunteers arrive and set up, others arrive when possible and any necessary briefing given.
8.00am-9.00am Breakfast cooked and pack up bags prepared and Hall set up completed
9.00-10.45 Cooked Breakfast served to guests via the hatch to the kitchen after they have signed in and formed a queue to collect and pack up bags handed out to them on arrival at signing in desk
11.00am Finish and tidy and put away tables

**Format of the Cafe**
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.
1 volunteer monitor that the queue is orderly and no guests are under any influence or substances so fit to enter the hall
2/3 volunteers will serve Breakfast and chat to our guests where possible

**Steps to Volunteer at Colchester**

Please complete an application form found on this link :https://www.orderofmalta.org.uk/companions/whatwedo/colchester/
The project lead will be notified that you have completed the form.
It will be processed and Volunteero will send you an email with a link to the app and a password. All shifts for the Cafe are on the app.
If you do not have an email address speak with Georgie Holt Evans - project lead. She has a Volunteer Registration Form for those without an email address.

**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 kitchen cupboard or in the Quaker House main office
- 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), mf COM Cleaning Protocol.

**To become a Companion visit: orderofmalta.org.uk/companions**
**Thank you for joining the COM community**
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