Companions of the Order of Malta

Briefing for Saturday Companions's Café – London Colney

Time: 11.30am – 1.30pm (set up from 10.00am)

Richeldis Hall, next to Our Lady of Walsingham Catholic Church, Haseldine Road, London Colney, Herts, AL2 1RP

Timings:

10.00am: Volunteers set up hall and are allocated jobs.

11.15: Briefing. Particularly important for volunteers that have not been for a while, or it is their first time.

11.30am: Approximately 20-30 guests are invited inside for lunch.

1.30pm: Guests leave, and volunteers tidy and clear the hall and kitchen. Dispose of waste appropriately and set dishwasher.

Companions' Cafe:

- Volunteers arrive in the hall. Volunteers set up the tables, tea urn etc.
- Hot meal prepared. Short briefing where Safeguarding guidelines and any other up to date information is given to the volunteers by the team leader.
- Guests come into the hall; volunteers welcome the guests, serve drinks and food to the guests at their table. Volunteers chat with the guests during lunch.
- Guests leave and the volunteers tidy and clean the hall and kitchen.

PPE:

CoM material aprons and gloves provided. Masks are available if anyone wants to wear them.

Volunteer Jobs:

1 Team Leader, 2 volunteers on the door, 3 volunteers in the kitchen, 3-4 volunteers serving.

If for some reason you arrive after 11.15am please find the team leader to inform them that you have arrived so they have a record of everyone in attendance. If you have not come before, please can you tell the team leader so they can give you a fuller brief. All volunteers should have filled out a Volunteer Registration form before volunteering. Please do not come if you are feeling unwell on the day.

Thank you so much for offering to help. Please do not hesitate to contact Anna Campanella (London Colney Project Lead) with any queries before volunteering at the Companions Café – radlett@rcdow.org.uk