Companions of the Order of Malta

Briefing for Saturday Project – Oxford

Time: 11:45 – 13:45 (Shopping from 11:15)

St Giles Parish Hall, Woodstock Road, Oxford, OX2 6HT
(Entrance for volunteers opposite the entrance to the Oxford Oratory on Woodstock Road)

Timings:

11:15–11:45: Shopping at Magdalen Street Tesco and carrying supplies to St. Giles Parish Hall.

11:45–12:45: First shift at St. Giles Parish Hall

11:45–11:55: Set up hall with tables. Toastie makers and boiling water dispensers turned on. 21 goodie bags prepared with banana, crisps, chocolate bar, carton of juice. Bread buttered and cheese cut ready for first guests.

11:55: Briefing. Particularly important for volunteers that have not been for a while, or it is their first time. Jobs allocated to volunteers.

12:00: Doors open to guests. Generally 30–50 guests served every Saturday.

12:45–13:45: Second shift at St. Giles Parish Hall

13:25: Last orders taken from guests for food and clear-up starts when these have been completed.

Saturday Project:

- ✠ Volunteers helping with shopping meet the Project Lead at the Magdalen Street Tesco at 11:15am. Please notify the Volunteero chat if you are delayed, and check it if the project leader is delayed.
- ✠ Volunteers helping with the first shift arrive at St. Giles Parish Hall (entrance opposite the entrance to the Oxford Oratory on Woodstock Road) and help with setup and making toasties, drinks, or socialising with guests.
- ✠ Volunteers for final shift take over responsibilities from first shift staff who are leaving, and help with clear-up.

PPE:

Gloves available for all volunteers in the supply cupboard.

Volunteer Jobs:

1 Team Leader, 4 volunteers making toasties, drinks, or socialising with guests. If you have not come before, please can you tell the team leader so they can give you a fuller brief. If you are feeling unwell on the day please contact the project lead and do not come to the project.

Thank you so much for offering to help. Please do not hesitate to contact Joseph Harrison (Oxford President) with any queries before volunteering at the Saturday project or in Oxford more broadly — companions.oxfordpresident@orderofmalta.org.uk .