

Program:	
Position:	Hall Team Volunteer
Gifts:	Ability to work unsupervised within a team Communication skills, have a non-judgemental attitude
Time Commitment:	3pm – 7pm on Tuesday

If you are not able to work on your rostered day please inform Program Leader (PL) Name: on Tel. No. or Email:

Tasks

At 3pm	<ul style="list-style-type: none"> • Meet hall team, “sign in” and allocate jobs within your co-worker. • Check if you have bread, if none there either wait for Coles deliver at 4.15pm or buy some at Coles (8-9 loaves). • Sanitise tables (outside table too) and line them up properly so there is enough room to move around freely. • Place serviettes and cutlery (sets of 10) in 18 cutlery baskets. • Set tables: Put small blue table cloth at centre of each table and place 1 cutlery basket, salt & pepper (sometimes they need refilling) and glasses on it. • Set up coffee/tea station (1 rack of cups only). • Place fundraising items at left side of table. • Add 5 packs of wine glasses next to coffee station. • Set up food donation table on veranda (Second Bite and bread) more food will arrive after 4pm, also ask kitchen for food not needed. • Write menu on white board. • Get donation boxes ready (4), 2 for food at servery hatch, 1 on Second Bite table, and 1 on fundraising items table. • Cut and butter bread (18-20 baskets)
At 4.30	<ul style="list-style-type: none"> • Place dinner plates (140), bowls (50), and take away containers (20) in kitchen. • Open the doors and windows to veranda. • Adjust air conditioners or open top roof window if needed. • Put all the water jugs and breadbaskets on table. • Place dessert bowls (120) and round take away container (20) at the servery hatch. • Organize dinnertime for whole team.
5pm-6pm	<ul style="list-style-type: none"> • Greet guests, show them where to get dinner and dessert, invite them to take food from donation table. • Clear tables using no-slip trays and restock tables with glasses, cutlery, water and bread if needed. • Keep emptying donation box on veranda and place money into boxes at hatch. • Take dirty dishes to kitchen and scrap food from plates into chicken bucket. Place cutlery into soaking container provided, place empty bottles into recycling bin. Put water jugs into container under the coffee station (water left in jugs goes into garden).

After 6pm	<ul style="list-style-type: none"> • Count all unused plates, bowls and take away containers and work out how many meals were served. Notify Kitchen Team Cook for recording. • Polish cutlery and pack away clean glasses. • Clean and pack away high chairs.
6.15pm not before!!!	<ul style="list-style-type: none"> • Stack chairs (6) and store alongside the wall (stay clear of fire extinguisher), clean, fold and move tables into storeroom. • Take food donation back to ER fridge. Place fundraising items back into office. • Pack away coffee station (move table with urn alongside servery hatch). • Tidy up veranda area and pull tables back to have a clear passage for accessing toilet block. Move everything away from emergency exit. Check surrounding garden for dishes and glasses. • Close windows and check all air conditioners are turned off. • Turn off all lights in hall. • Lock toilets and doors. • Leave apron in washing basket in the kitchen. • Tick and sign checklist “before you leave”, note if something needs replacing (take away containers, serviettes, coffee, tea etc) and hand checklist to the dishwashing team. • “Sign out” and leave name badge in office.

OHS

Be aware of safe lifting procedures. E.g. no more than 15kg.
Report any incidents and breakage using the appropriate form.
Know the fire and emergency plan.