

Job description for Parish Breakfast Volunteer

Who

Anyone who is warm, friendly and would like to meet other members of the congregation

Not suitable for people with children under 8/9

Kitchen and equipment not accessible for wheelchair users

What skills

Making and serving tea, coffee, toast and squash

Loading and unloading the dishwasher and a bit of additional washing and drying up

Food handling and hygiene awareness essential

Willing to welcome, get to know and chat with other members of the congregation

Use of donation machine

Training

Training on how to use the kitchen equipment (essentially coffee maker and dishwasher) provided

Food hygiene training

Role

'How to' guide for doing the coffee after the 9am service, updated Jan 2023
Please arrive about 8.30am to get the kitchen ready. One of the team will be there to help.
Switch the dishwasher switch above draining board to ON - this is CRUCIAL before the service so it can warm up in time
There's a big plastic box marked Parish Breakfast - this has remaining biscuits etc in it, and spare coffee and teabags
Cups to go out - coffee and tea ones are different for each end of the counter and are in the cupboards below
Sugar in bowls - there's a pack of sugar in a tupperware box marked Parish Breakfast in the cupboard under the kettles
Put a mug out with a few teaspoons and a bowl for donations
Make sure the donation machine is on and if necessary reset it
2 jugs of squash, 1 orange, 1 blackcurrant, ready in the fridge (squash on left in sugar cupboard)
Put 2 small jugs of milk ready in fridge, keep rest of milk in fridge till you need it as you can't reuse it after it's been out
Prep 2 jugs of filter coffee ready for afterwards (filters to left of coffee machine) - switch on warming plates too
The water goes in the back of the coffee machine at the top.
Tea and coffee are on the side under the glasses and jugs
2 teapots ready with 3 teabags each and kettles filled before church ready to go on straight afterwards
Selection of biscuits out on a couple of plates
The squash and plastic cups go on a separate table in the middle of the room for the children

Please leave the service in the middle of the last hymn
Wash your hands!
Milk and squash out of fridge
Make the tea
Make your own tea/coffee
Get ready before everyone arrives. One biscuit each for the children please - second ones later when everyone's been...
Clear up, wipe surfaces, empty dishwasher
Please don't pour milk back into carton in fridge, throw away for food hygiene reasons
Any biscuits left into tupperware marked 'Parish Breakfast'
Any cash donations to go in the plastic envelope (in cupboard) marked Parish coffee donations
Give cash to Auriol/Harriet who will hand it in to Canon Jan/Mark

Time commitment:

Available for 30 minutes from 8.30am (ie before the 9am service) to set up Prebendal House kitchen and then 1-1.15 hours from 9.45 - 11am approximately 3 times a year, on mutually agreed rota dates

Contact Cez Palmer at admin@llandaffcathedral.org.uk