



Sunrise



Serving others, gladly.

Some guidance notes. But please, above all, use common sense.

General principle: everyone helps, anywhere, until everything is done!

On the rota, you will be designated as either Team Leader, Front of House, Cook, or Helper.

Team Leader. Please:

- be responsible for the hall opening/closing.
- be the first point of contact by any member of team for assistance.
- be available to help with any situation requiring referral onwards. Check that team members are at ease with the process, or receive further guidance and any necessary individual follow-up,
- throughout, assist anywhere.
- monitor and respond to H&S issues as they arise: spillage, slip-risk, toilet hygiene, moving hot liquids, etc.
- be the recognised 1st aider, if needed. 1st Aid boxes in kitchen. 1st aid EAP in folder.
- be the Fire Marshall, if needed. Fire procedure in folder.

Guide/checklist:

1. Key to hall is available from church warden or steward on duty in St Chad's from 7.30am.
2. Turn heating on as appropriate.
3. Locate the Sunrise File and set up a sign in sheet for the day.
4. Check that everything is going to be ready for 0800, helping anywhere as necessary, throughout.
5. During service, help check: no guests to enter kitchen.
6. At end, check toilet area and kitchen are clean and all tables and chairs are put away. Doors and windows closed.
7. Take, launder, and return wiping up cloths, or arrange for that.
8. Check food waste and general waste is bagged and disposed in church bin.
9. Identify any cleaning materials in short supply and list them on back of the signing in sheet.
10. Lock the dry store cupboard with the Folder inside.
11. Return the hall key. The hall should usually be left locked.
12. Post the sign-in sheet through church office letterbox.

PTO

Front of House. Please:

1. Help set up. Assist anywhere.
2. Be available at/just outside the front door from 0755 to talk with guests as they enter.
3. Check that everyone (all guests and all helpers) is listed on the sign-in sheet.
4. Operate the lockable temporary store for any alcohol that is brought with guests.
5. Direct any to toilets, tea, etc. Other helpers to join in as appropriate.
6. During service remain near the main entrance. First point of contact for those coming in (smiley welcome), last point of contact for those going out (smiley farewell).
7. Check: no food to be taken away.
8. During service, check: outside door to be open – air circulation.
9. Give 10 minute close-down warning at 0850 to all guests. Initiate movement out and doors close 0900.
10. Help clear up. Assist anywhere.

Cooks. Please:

1. Set up urn to boil, replenish as necessary with hot water from kettle.
2. Prepare and cook the available food to commence service at 0800.
3. Large plates, knives and forks available on demand at servery hatch.
4. Probably only 2 or 3 in kitchen: maintain food flow, ensure ready supply of boiling water for tea/coffee.
5. During service keep kitchen door closed, though Helpers can come and go.
6. With Team leader: no guests to enter kitchen.
7. As time and space allow, initiate washing up; Helpers to join in.

Helpers. You personally can not do everything, but please check that between you it all gets done.
Please:

1. Set up 4 large tables for guests each with 6 chairs around. Distancing...
2. Arrange 3 large tables near the servery for:
 - i) coffee, tea (mugs/cups, sugar bowl, teaspoons, coffee powder, milk, full teapot at 0800)
 - ii) cereals, yoghurts, (bowls, spoons, milk, sugar, any available cereals and yoghurts)
 - iii) toast, pastries, spreads (small plates, knives, toasters, bread, butter, available pastries, spreads)Tidy and replenish the tables as necessary during service.
3. Place a bowl of warm soapy water, several cloths and some kitchen roll on a smaller table by kitchen door for general cleaning use in the hall throughout service. Replenish as necessary.
4. During service, keep kitchen door closed when not in use.
5. Help wash up in kitchen during and after service. Occasional monitor toilet area for hygiene: respond as necessary.
6. Be available to talk to the guests.
7. Help check: all food to be eaten on the premises. Nothing goes through the doors.
8. Service ends with turnout at 9am, followed by a general clean-up and tidy away.
Tables cleaned, spray-wiped and stacked, chairs wiped and stacked, toilet areas wiped down.
Green waste and rubbish bagged, tied down and disposed in relevant bins.
9. Non-perishable food surplus goes back in Sunrise cupboard. Don't put anything in the freezer.

Thank you all very much indeed.