

Volunteer Procedures



Come prepared

- Wear **suitable footwear** (closed in shoes- rubber base if possible for wet areas).
 - **NO** thongs, sandals.
- Wear **appropriate clothing**
 - Slacks preferably, **not** short skirts, low cut or singlet tops.
 - Please **no** crop or midriff tops. Please **no** leggings or tights.

Work together

- **Always**, work together in **pairs** or within close proximity of the group supervisor.
- If you are **unsure**, please go to the **restrooms** with another volunteer. It is advised that volunteers use the restrooms prior to opening of Jordan Café.
- If you need to **leave** your task or place for any reason please notify one of the team and make sure that there is someone to replace you.
 - **Please do not leave food, tea or coffee unattended at any time.**
- **Please do not give out any personal information (e.g. phone number, email, Facebook).**

Food handling

- **Please** ensure that you **wash your hands** before and after preparing food, using the restrooms and dealing with rubbish or dirty plates.
- Always use **gloves** when handling food and renew if asked to do another task on returning to the food.
- **Please** always ensure that **knives** are locked up in the knife drawer.
 - If you are washing please make sure no knives are left in the bottom of the sink.
 - Always keep an eye out for any knives being using in the kitchen.
- If you borrow **keys** please give them straight back to the person you borrowed them from. Please do not pass them on to someone else.

Importantly

All **requests** for **meals** (late meals, seconds, vegetarian, variations) or **food parcels** by either guests or other volunteers must go through the Pastor or Kitchen Coordinator first.

Report to the Pastor or Kitchen Coordinator any **concerns** you may have in regards to guest behaviour or fears. Please report any concerns you may have with health and safety. If something does not look right, please report it straightaway.

If you are unsure about anything please speak to the Pastor or Kitchen Coordinator!

Thank you for being a part of wonderful our community here. A community that God provides for and where His love is present. Remember, the community, the guests and the team are so thankful that you are here with us. We hope that it is an experience that will challenge and encourage you.

Pastor Sam



Safety and Hygiene

- **No guests are to serve** themselves as a health and safety (WHS) rule.
 - No access is allowed to the urn.
- **No guests** are allowed behind the serving table, at all times.
- If you need to leave the tea and coffee station, please ensure that someone else is there.
 - **The tea and coffee station cannot be unattended at any time.**
- **Teaspoons must not be used as stirrers** or left in tea or coffee containers.
 - Slacks preferably, **not** short skirts, low cut or singlet tops.
 - Please **no** crop or midriff tops. Please **no** leggings or tights.
- Please keep serving table **clean** at all times.
- Please ensure urn is switched **off** at the end of each session.

Tea and Coffee

- Guests are **only allowed one teaspoon of coffee.**
- Guests are **only allowed a maximum of 3 sugars.**
- Guests are **not allowed to pour their own milk, or add coffee, or add the tea bags.**
 - However, they are allowed to add their own sugar when you give them sachets and stirrer.
- **No milk** is to be given out.

Importantly

If a guest has any **issue** with the above, **please direct** them to the **Pastor** or ask for the Pastor to come over.

Report to the Pastor or Kitchen Coordinator any **concerns** you may have in regards to guest behaviour or fears. Please report any concerns you may have with health and safety. If something does not look right, please report it straightaway.

If you are unsure about anything please speak to the Pastor or Kitchen Coordinator!

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Pastor Sam

Newtown Mission – Jordan Café

Tuesday, Wednesday & Friday Lunchtimes



Program

Time	Where	Tasks
10:00 am	Hall Kitchen	<ul style="list-style-type: none"> • Food preparation. • Table setup. • Prepare cutlery and plates. • Vacuum and tidy. • Help with sorting food donations.
12:30 pm	Hall	Team Lunch! Briefing and prayer.
1:00 pm	Hall	Open up doors and side gate to King St.
		<ul style="list-style-type: none"> • Greet people. • Serve food. • Washing up.
2:45 pm	Hall Kitchen	<ul style="list-style-type: none"> • Start to pack up. • Clean up. • Tables wiped down. • Salt and pepper shakers. • Place mats arranged. • Washing up completed. • Garbage bags removed and replaced with new ones. • Kitchen cleaned. • Floor mats packed up. • Floors swept. • Floors mopped.
3:00 pm	Hall	Centre closed.
		<ul style="list-style-type: none"> • Check all guests have left. • Lock up.
		Fridays: Sterilise bins, wash floor mats, vacuum hall, clean alleyway.

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Pastor Sam



Program

Time	Where	Tasks
During the day	Chapel Hall	Kitchen team are planning the meal, preparing food and organising stock.
4:00 pm	Chapel	Organised groups of volunteers arrive (e.g. school groups). The Pastor shares with the group about the community and the vision for the Café. The Pastor also goes through kitchen, safety and health procedures. This is also a time for the group to share and ask questions.
5:00 pm	Hall	Chapel to be setup for the service AND Hall to be set up for dinner. Volunteers arrive, check in with kitchen staff and volunteer coordinator to be briefed on duties for the night. Concluding with prayer.
5:50 pm	Chapel	Chapel doors open. Welcome and greet guests as they arrive.
6:00 pm	Chapel	Thanksgiving service for ALL.
6:45 pm	Hall	Chapel service finishes. People head over to the hall for dinner. Chapel doors are closed and the hall doors and gate are open for people to come for dinner off King St. Dinner is served by table service. Guests sit down and we bring the meal out to them.
7:30 pm	Hall	Usually, about now dessert is served to guests at the table. Dirty plates, cutlery and cups need to be collected and taken back to the kitchen to be washed.
8:00 pm	Hall	Start to close up and pack down. Please follow the Kitchen Coordinators instructions. Tasks include: <ul style="list-style-type: none"> • All tables in hall wiped down. • Washing up completed and put away. • Garbage bags removed and replaced with new ones. • Kitchen cleaned. • Kitchen rubber floor mats rolled up. • Kitchen floor swept. • Kitchen floor mopped (last job so no one walks over wet floors). All guests have left. Pastor and Kitchen Coordinator to lock up.
8:30 pm	Hall	Team debrief and prayer.
9:00 pm	Hall	Café closes. Well done 😊

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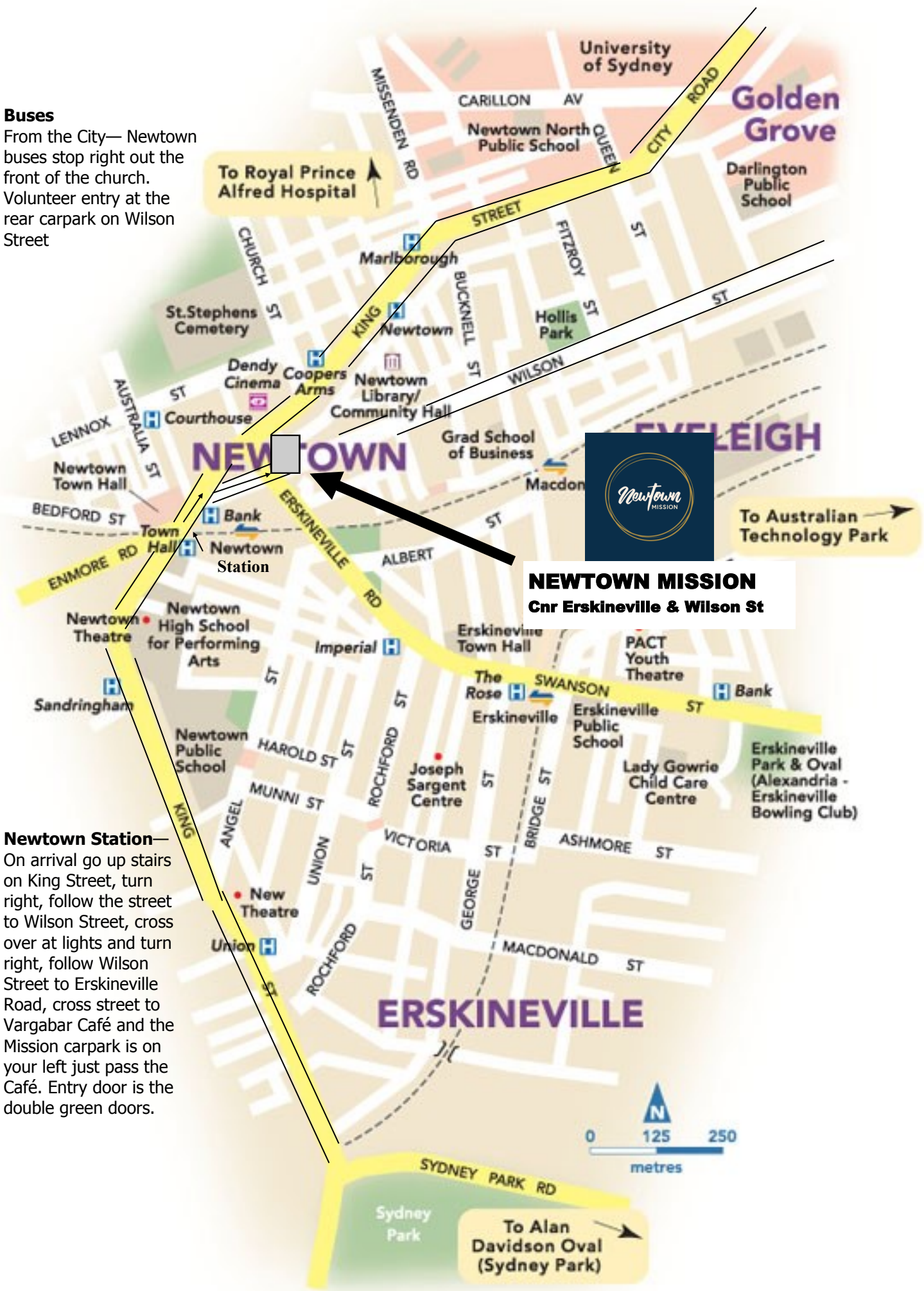
Pastor Sam

Buses

From the City— Newtown buses stop right out the front of the church. Volunteer entry at the rear carpark on Wilson Street

Newtown Station—

On arrival go up stairs on King Street, turn right, follow the street to Wilson Street, cross over at lights and turn right, follow Wilson Street to Erskineville Road, cross street to Vargabar Café and the Mission carpark is on your left just pass the Café. Entry door is the double green doors.



NEWTOWN MISSION
Cnr Erskineville & Wilson St