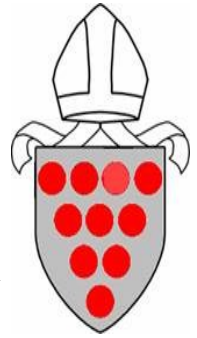


## Role Outline: Hospitality Team Leader (Tea, Coffee, Refreshments)

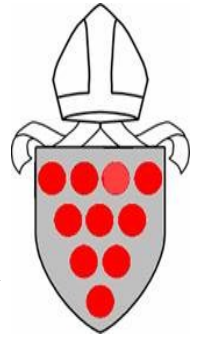


The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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<b>Role</b>	Hospitality Team Leader (Tea, Coffee, Refreshments)
<b>Responsible to</b>	Church Warden
<b>Key Responsibilities of the Role (tasks to be undertaken)</b>	
<p>As a volunteer:</p> <ul style="list-style-type: none"> <li>• Make hot and cold drinks</li> <li>• Serve biscuits/cakes, being mindful of allergies and intolerances</li> <li>• Set out necessary equipment</li> <li>• Clear up/ wash up</li> <li>• Greet, especially visitors, with a welcoming smile</li> <li>• Manage donations/ payment</li> <li>• Monitor stock level</li> <li>• Organise rota of volunteers</li> <li>• Adhere to Health and Safety</li> </ul>	
<b>Any arrangements for induction, training &amp; support</b>	
<p>Shadow existing helper  Food Hygiene Co-ordinator to provide training/guidance  Health and Safety issues/policy/accident book</p>	
<b>Any practical arrangements relevant to the role</b> <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
<p>Use equipment provided, report faulty items to Church Warden  Bring milk  Manage donations/payment  Receipts for agreed purchased items to be given to the treasurer</p>	
<b>Role to be reviewed</b> <i>(insert date)</i>	Annually
<b>The role is eligible for a criminal record (DBS) check which is renewable every five years</b> <i>(insert yes / no)</i>	No
<b>Level of criminal record (DBS) check which is required for this role</b>	

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