Example Role Outline: Hospitality (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 abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* 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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| **Role** | Hospitality (Tea, Coffee, Refreshments) |
| **Responsible to** | Team Leader or Churchwarden |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | As a volunteer: | | Make hot and cold drinks  Serve biscuits/cakes, being mindful of allergies and intolerances  Set out necessary equipment  Clear up/ wash up  Greet, especially visitors, with a welcoming smile  Manage donations/ payment  Monitor stock level  Adhere to Health and Safety | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | Shadow existing helper | | Food Hygiene Co-ordinator to provide training/guidance | | Health and Safety issues/policy/accident book | | Team Leader to provide informal supervision/ review | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Use equipment provided, report faulty items | | Bring milk | | Manage donations/payment | | Receipts for agreed purchased items to be given to the parish secretary/administrator | | Once a month after the main morning service (quarterly rota) | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every five years** *(insert yes / no)* | No |
| **Level of criminal record (DBS) check which is required for this role** |  |