

Job description for Parish Breakfast Volunteer Coordinator

Who

Anyone who is computer literate and can coordinate c40 volunteers

What skills

Keeping Parish Breakfast rota spreadsheet updated

Emailing reminders

Purchasing Fairtrade supplies and keeping track of expenses

All other skills as listed on Parish Breakfast volunteer description

Training

Training on how to use the Parish Breakfast rota (Google doc)

Role

Maintain and develop ongoing Parish Breakfast rota Google doc

Maintain accurate records of Parish Breakfast volunteers

Proactively seek out potential new volunteers

Communicate rota in advance to volunteers and ascertain/confirm availability

Reschedule as appropriate so mutually convenient

Ensure each week has sufficient volunteers and fill in when necessary

Provide training to ensure volunteers feel confident about using equipment and what they are expected to do

Ensure that food hygiene standards are adhered to

Ensure that the Prebendal House kitchen is left clean and tidy each week

Wash the teatowels

Weekly reminders to next week's volunteers

Time commitment:

Weekly, in coordination with two other members of the Parish Breakfast team, be available for 30 minutes from 8.30am (ie before the 9am service) to help set up Prebendal House kitchen and then 1-1.15 hours from 9.45 - 11am and provide back up to new volunteers and fill in if any gaps

Weekly reminders on a Monday evening to volunteers on rota for following Sunday

Contact Auriol Miller at admin@llandaffcathedral.org.uk