

Example Role Outline: Hospitality

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 Co-ordinator.

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.

Role	Hospitality (Tea, Coffee, Refreshments)	
Responsible to	Team leader or Churchwarden	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Make hot and cold drinks ➤ Serve biscuits/cakes ➤ Set out necessary equipment ➤ Clear up/wash up ➤ Welcoming smile especially visitors ➤ Manage donations/payment ➤ Monitor stock level ➤ Biscuits to suit allergies, e.g. for everyone 		
Any arrangements for induction, training & support		
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)		
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 <i>(insert date)</i>		
The role is eligible for a criminal record check which is renewable every five years		No