



SOUL CAFÉ NEWCASTLE SUNDAY LUNCH TEAM INFORMATION SHEET

Thank you for being part of the Soul Café Newcastle Sunday lunch team.

Soul Café provides 600 meals a week to disadvantage member of our community many of whom are homeless, have a mental illness, substance abuse or live in poverty. As a volunteer team member you are an important part of making this happen.

Below is information about being on that team and what is expected. If you have any questions, contact the Manager of Soul Café (02) 49 26 17 58 admin@soulcafe.com.au

LOCATION OF SOUL CAFÉ NEWCASTLE

Level 2 / 49 Hunter St, Newcastle (Cnr of Hunter and Watt St in the Westpac building)

SUNDAY LUNCH SCHEDULE

11:15am	Please arrive on level 2 of the Soul Café ready for your shift. Sign on as a volunteer.
	Food will be warming in the kitchen (church volunteers will have placed in the oven earlier). There may be some food prep tasks to complete.
11:30am	Welcome guests to come in and have coffee
12pm to 1pm	Lunch service
1pm to 1:30pm	Pack and clean up the kitchen and café area ready for the Monday morning breakfast shift.

SUNDAY TEAM MEMBER JOBS TO BE ALLOCATED BY THE TEAM LEADER

1. Minor food preparation tasks as most of the food will already be prepared and warming.
2. Serving guests coffee or tea
3. A friendly smile and chatting to the guests about their week can make a huge difference.
4. Serving food to the tables and keeping them clean.
5. Rinsing dishes, placing them in the steriliser, drying them and putting them away.
6. When service is finished wiping down the kitchen benches.
7. Mopping the kitchen floor
8. Vacuuming the café floor
9. Emptying bins and replacing bin liners (including bins in the bathrooms)
10. Wipe down the sink area in the bathrooms and check that all presentable for the next day.

SUNDAY TEAM LEADER ROLE

- Ensure that all team members sign in and sign out.
- Allocate team members to roles
- Supervise food service
- Check that all clean up tasks completed and the venue reset for the next shift
- Record the number of meals served and write any feedback about the meal or guests to be followed up by Soul Staff Monday (this can be done on the sheets provided on the clipboard or emailed to admin@soulcafe.com.au)
- Check that facility is empty (including toilets) prior to lock up. Do not lock up on your own but keep a team member with you until finished.
- If there are any new team members show them where the toilets are, the exits, what to do if there is an emergency and monitor their activity in the kitchen until you are confident they understand how to participate.