

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.

LOCATION OF SOUL CAFÉ NEWCASTLE

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

Please arrive on level 2 of the Soul Café ready for your shift (covered in shoes and hair tied back). Sign on as a volunteer.

SUNDAY LUNCH SCHEDULE

11:15am

Wash your hands and report to your Team Leader to find out what they would like you to be doing. 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.

12noon 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 THAT ARE 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.

Your roster can be accessed at the following link <http://soulcafe.org.au/soul-cafe-sunday-roster/>

If you are unable to attend please notify the Kitchen Manager Sue Prosser as soon as possible admin@soulcafe.com.au 49 26 17 58 or 0410 586 543.