

Soup Kitchen Lead Role Description

Title of role: Soup Kitchen Lead

Objective: To oversee the preparation for and delivery of a weekly Soup Kitchen for people who are homeless or living in food poverty.

Reports to: The Vicar

Location: St John's Church, Gloucester Drive, N4 2LW

Hours: Tuesday evenings, approximately once every six weeks. 5.45pm-7.15pm. A rota is produced every two months. Using a Doodle poll, volunteers can choose which shifts to volunteer for.

Tasks and activities:

First shift

- Open the church and kitchen

With at least two other volunteers:

- Collect food from local shops
- Prepare soup
- Prepare other food (e.g. slice bread/cake)
- Lay tables
- Prepare hot drinks table

Second shift

With at least two other volunteers:

- Make guests welcome
- Serve tea and coffee
- Serve soup and other food
- Socialise with/chat to guests
- Tidy and clear away
- Wash up
- Be a point of contact if volunteers or guests raise any concerns
- Intervene if guests or volunteers behave inappropriately, and take appropriate action where necessary.
- Help guests access appropriate services, using handbook and referral list supplied.
- At the end of the evening, check WCs, turn lights off, and lock church.

Afterwards

- Complete Soup Kitchen Report (template provided) and email to other Leads by the end of the week.

How the role fits in with the work of the organisation

St John's is a Church of England parish in the Diocese of London. It began to run a Soup Kitchen in 2014 to meet the needs of people who are homeless or living in food poverty. Although the Soup Kitchen is run by the church, it is non-religious in its delivery and volunteering is open to anyone aged over 18, regardless of religion.

Each Tuesday a Lead volunteer runs the Soup Kitchen, assisted by volunteers for the first and second shifts. The project is managed by the Vicar of St John's, Fr Daniel Sandham, and administrative assistance (including rotas) is provided by Bernie Brodine.

Skills required

Essential

- Able to manage a small team of volunteers
- Some understanding or experience of working with homelessness and/or food poverty
- Friendly and approachable, but also able to be authoritative when needed
- An understanding of boundaries and appropriate behaviour
- Reliable and punctual
- Volunteers should be at least 18 years old

Desirable

- Able to cook

Training

New Leads will be sent *A Guide to being the Lead at St John's Soup Kitchen*. This short document provides essential information, and is required reading. New Leads shadow an existing Lead for one session as an induction.

To apply

Please complete a Volunteer Application Form and send it to stjohnssoup@gmail.com