



1st December 2020 – 28th February 2021

Volunteer Roles

COVID 19 version

(if NO lockdown is in place)

- **Masks to be worn at all times by staff, volunteers and clients when clients are present**
- **All areas need to be cleaned regularly**
- **Guidance on health & safety will be updated nearer the time and during training sessions**
- **Social distancing to be observed at all times**



Rainbow Centre

Charity registration number 1096570
Company registration number 04318070



EVENING VOLUNTEERS

5.30pm-9pm

7 days a week at various church venues and / or in the B&B's

Volunteers set up the venues ensuring all areas are clean and tidy.

This job involves preparing the dining tables and other tasks as required by the staff members. Volunteers receive brief information about the guests expected to arrive that evening.

6:00pm Guests arrive and are welcomed by member of staff. During this time volunteers remain inside the venue to welcome the guests. Hot and cold drinks are served and volunteers socialize with the guests. Make sure all guests sign in/out.

This may include offering to accompany guests should they wish to smoke in the designated areas.

7:00pm Meal served to guests, volunteers and staff.

8:00 pm Guests are asked to leave, volunteers clean the premises thoroughly.



CATERING VOLUNTEERS

6.30pm – 8pm

7 days a week at various church venues and / or in the B&B's.

Catering volunteers arrive, ensure kitchen is clean and prepare evening meal.

7:00pm evening meal is served to guests, volunteers and staff – all welcome to join us for dinner!

Evening 2 course meal can either be delivered from home or cooked at the venue – please contact your Venue Coordinator for further instructions. At times, other local businesses offer to cater for us. You will be notified in advance if this is the case, by your Venue Coordinator. Catering volunteers are responsible for cleaning the kitchen after use. All food to be served by volunteers, to guests sat at tables. No sharing platters, shared sugar bowls, jars with water etc.



BREAKFAST VOLUNTEERS

8:15am-10am, Monday – Friday in the Rainbow Centre, closed on Bank Holidays

8:15am Volunteers set up tables and chairs – with social distance guidance, prepare hot water in the kitchen and check supplies. All food and drinks need to be served by volunteers, to guests sat at tables. No sharing of food.

8:30am Guests start arriving, serve breakfast. Make sure all guests sign in/out.

9:45am Day Centre volunteers arrive



DAY CENTRE VOLUNTEERS

9:45am-1:15pm Monday-Friday in the Rainbow Centre, closed on Bank Holidays

9:45am Volunteers receive brief from staff

10am - 1pm this time is for general socialising with guests, including making tea/coffee, supporting project staff in facilitating daytime space and registrations.

Guests need to leave at 1pm.

1pm Volunteers clean and tidy up all areas. Thorough checks need to be made for possible presence of drugs paraphernalia/cigarettes in areas. The venue must be left as you found it.



DRIVER VOLUNTEERS

Various shifts, 7 days a week, driving between various venues as needed

Van will need to be driven from / to a designated location (usually one of our venues and/or volunteers' addresses to collect meals) or to collect donations.



OTHER VOLUNTEERS

Various shifts, 7 days a week, various churches venues and / or the Rainbow Centre

If you are interested in other types of volunteering, have a skill or an idea, please let us know! From hairdressing to art classes in the Day Centre!