Open Table Volunteer

Role Description and Person Specification

Chorley St Laurence

The Parish of Chorley, St. Laurence in the Diocese of Blackburn, Union Street, Chorley, PR7 1EB

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	Hospitality Volunteer – Open Table
What the role involves	You will be expected to: • Assist in providing a welcoming environment for all who attend, which may include vulnerable members of the community. • Undertake hospitality tasks: Washing and drying up, making hot and cold drinks, basic food preparation, taking orders from customers, serving customers at the table by taking them their food and drink, working as part of a team, undertaking cleaning tasks. • Be aware of and comply with all relevant safeguarding requirements • Ensure the environment is safe for everyone involved • Know how to respond to and report any safeguarding concerns or allegations • Ensure that personal data is stored securely • Attend meetings for your support, guidance or supervision
When and where you will be doing it	Open Table – Monday evenings between 4pm-6pm on site within St Laurence's Church
Disclosure and Barring Service check	No DBS check is required.
To whom you will be responsible	Kitchen Manager

Safeguarding training requirements	The following safeguarding pathways will need to be completed: • Basic Awareness • Foundation • Domestic Abuse
Support you will be given	Food safety support and guidance from Kitchen Manager Access to mental health and wellbeing activities and groups Pastoral support from staff member on site Supervision support from Kitchen Manager
Other information	In this role, we hold an expectation that volunteers will gently but clearly challenge comments that are inappropriate to the moment or setting, doing so with grace and respect

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who: • Pays attention to detail • Understands and maintains appropriate boundaries of confidentiality • Has access to the internet and is confident using email • Has good administrative skills • Has good communication skills • Builds good relationships with tact and sensitivity • Is an encourager, able to nurture skills in others • Is approachable and empathetic • Is punctual • Is willing to develop skills and to engage with training • Treats everyone with respect and dignity • Works well as part of a team • Is physically able to cope with the role

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.

Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's *Safeguarding Training Portal*. However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

St. Laurence’s is a Registered Charity No. 1175130

Document Approval

This document was approved by Neil Kelley on 31/07/2025.