



# The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

## Role Description – Refreshment Helper

### **Responsible to:**

The Churchwardens and through them to the Rector

### **Person specification:**

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

### **Key roles and responsibilities:**

- To comply with the Benefice Food Hygiene Policy and Health and Safety Policy
- To follow Eco-Church guidelines (e.g. by using crockery cups and plates) and develop this in consultation with the PCC
- To display a notice, as stated in the Food Hygiene Policy: 'We cannot guarantee that any of our food is free from allergens.'
- To arrive at least 15 minutes before the beginning of a service to set up
- To ensure that there is milk and there are biscuits available
- To give receipts to treasurer for anything you buy
- Leave the service five minutes before the end to ensure that refreshments are ready at the end of the service
- Clearing up and washing up at the end
- Washing and ironing tea-towels at the end and returning them to church promptly
- Chatting to people
- Giving any money collected to the wardens for counting

### **Safeguarding:**

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description created June 2020