

Hospitality Team



**Keswick
Ministries**
HEARING BECOMING SERVING

Typical Day

Team of 6-8 volunteers

Daily Responsibilities

- 6:45 – 10:00: Manage breakfast preparation, serving, clear up & cleaning
Switch on urns, replenish supplies in team spaces
Receive and disperse daily catering order
- 10:00 Handover Rawnsley Kitchen to external catering company
- 10:00 – 12:00 Free time or preparation/baking food/cakes for use at receptions
- 12:30 – 1:30 Take lunches (prepared by external caterer) to admin block for Leadership's
 lunchtime planning meeting.
 Refresh team and speaker tea and coffee spaces
 Monitor wristbands of volunteers for lunch
- 12:00 – 4:30 Prepare, set up refreshments for afternoon receptions (as needed)
 Set down refreshments
 Order catering supplies as needed daily (Team Leader)
- 5:30 – 6:30 Monitor wristbands of volunteers for dinner
 Prepare, set up refreshments for evening receptions (as needed)
- 6:30 – 7:30 Restock catering items
 Clean and tidy team spaces
 Prepare Rawnsley Hall for Breakfast