

## **Evening Volunteer**

Time required 7pm – 10.30/11pm

Venue 56 Harpur Street, Bedford, MK40 2QT

**Role To support the shift leader in running a welcoming and safe space for rough sleepers seeking shelter for the night**

- Arrive at 7pm promptly for team briefing
- Help prepare sleeping area as directed by shift leader
- Help heat up food as directed by shift leader
- Welcome guests
- Help maintain a calm and friendly environment
- Serve guests warm food and drinks
- Play games, have conversation with guests
- Report any issues or needs guests may raise with the shift leader
- Be watchful for any medical concerns and raise with shift leader
- Report any safeguarding concerns to shift leader
- Help settle guests for sleeping

## **Morning Volunteer**

Time required. 7am - 8.30am

Venue 56 Harpur Street, Bedford, MK40 2QT

**Role To assist the shift leader in providing breakfast and preparing guests for the day**

- Arrive promptly at 7am
- Help wake guests ready for breakfast
- Serve breakfast to guests
- Help maintain a friendly and calm environment
- Help guests prepare for the day by giving appropriate information for their needs
- Help tidy the sleeping area, re-make the beds daily, and Kitchen ready for the evening
- Re-make the beds (including full laundry change twice weekly)
- Report any issues or needs guests may raise with the shift leader