

VOLUNTEER SITUATIONS VACANT

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HALL GREEN UNITED COMMUNITY CHURCH



Health & Safety (see Jenny Darby)

What? Identify safety hazards in / around the building and suggest solutions. Keep records.

When? Make monthly inspection and be contact point for reports from others. About 2 hours/month.

Who? Anyone who enjoys solving problems!

Heating Controller (see Val Dickens)

What? Adjusting the timer clocks for the 6 heating zones in the building, making sure that booked activities take place in warm rooms. Liaise with Lettings Officer and Property Secretary.

When? Once a week during autumn, winter and spring for about an hour.

Who? Anyone who knows how to set the timer for their own central heating, and can look at the Bookings Diary on their computer.

Room organisers (see Dolvis Ferdinand)

What? Providing access and preparing rooms for bookings by putting out tables/chairs. Or putting tables and chairs away.

When? As agreed by prior arrangement.

Who? A few reasonably fit people who are willing to be contacted when the need arises.



Kitchen supervisor (see Pam Smith)

What? Checking that the kitchen is clean, hygienic and tidy; that all appliances are in good working order; keeping records of the checks made. Maintaining standards required by Environmental Health (we did well in a recent inspection, but needed to start keeping records). Liaising with Lettings Officer, Property Secretary and Cleaning Supervisor.

When? Weekly inspection. Follow up work as needed.

Who? Someone with an eye for detail.



Gardener (see Alan Perkins)

What? Sharing the job of mowing the lawns. Electric mower supplied.

When? As arranged / needed

Who? Anyone



DIY working party (see Jenny Darby)

What? Be part of a regular (monthly?) working party doing odd jobs around the building e.g. painting, small repairs.

When? On a regular fixed day, perhaps monthly, or individually as arranged.

Who? Anyone with some kind of practical ability to offer. Jobs allocated according to skills!



Laptop operators (see Andy Monk / Sarah Fidler)

What? Preparing the laptop presentation for Sunday worship and operating the equipment on Sunday morning.

When? On rota, but usually no more than 2/3 times a quarter.

Who? People who are computer literate. Training provided.

Receptionists (see Val Dickens)

What? Greeting visitors, making sure that rooms are ready for use, being the smiling face of HGUCC.

When? Volunteers are needed for all the hours the building is open, including evenings. Normally a 2½ - 3 hour session on rota.

Who? Someone who likes meeting people!

Friendly Corner helpers (see Pauline Astardjian / Pam Smith)

What? Preparing food, washing up, serving and talking to our visitors.

When? Tuesday mornings on rota.

Who? Anyone! The roles are so varied that there will be something you can do.

LOTS OF OPPORTUNITIES!

Do get involved - if you possibly can – and as soon as you can!

