

## **Role Description, Friend in Residence, Claridge House**

The objective of having a Friend in Residence at Claridge House is to help maintain the Quaker ambience of the house, to uphold the Core Purpose, to assist with leading quiet times, to help with welcoming guests and to help the management team with overnight cover and some helpful jobs around the house.

### Tasks for the Friend in Residence (FiR) include:

- Offering no more than five hours work per day over five days
- Undertaking four overnight duties per week, to include opening and closing the curtains in the public rooms in the mornings and evenings and locking up the building at night
- Welcoming guests, either course participants, retreatants or bed and breakfast customers and ensuring they are comfortable in their rooms. Collecting guests from the station when necessary
- Engaging guests in conversation if that is what they wish
- Serving morning coffee or afternoon tea as required
- Working with the team to ensure public areas, including the library, are kept tidy at all times
- Leading the worship/quiet time twice a day when on duty, and before meal grace once or twice a day. Showing other members of staff how to do this in your absence
- Taking care of the plants and flowers in the house and perhaps the pot plants near the building
- Occasional other light duties as may be agreed with the managers.
- Keeping bedroom welcome packs up to date

### Volunteer attributes

We hope and expect that volunteers should be reasonably fit in order to move around the house.

We hope to be able to incorporate any special gifts that an individual volunteer brings to the house within the duties and time available when they are on shift.

### Claridge House offer

In return for the gift of time and work given to us by a volunteer we offer free board and lodging during the time they are at the house, including on days off if required.

## **OUR CORE PURPOSE**

Claridge House, a Retreat Centre, provides a space where people of any faith or none may stay for a while in peace and stillness before returning, rested and renewed, to their everyday lives.

## **OUR VALUES**

To embody in our welcome the Quaker understanding that each person is a unique and precious individual.

To provide a friendly, high quality service that nourishes a spirit of well-being in all who cross our threshold. To be mindful of sustainability in the use of our resources.