

# **Guidelines for Lead Volunteers**

## **Garforth House, 118 Domestic Street, LS11 9SG**

### **Overview**

Garforth House is a property that has been used by LCC to accommodate our guests and 4 other destitute asylum seekers. During the time that the shelter is at GH we will be treating everyone who is staying at the house as our guests. We are working closely with Joseph Kilkenny Manager for LCC in supporting and feeding our guests. Each of our guests have their own room. There are two self-contained 'units' within the house which are been prepared in case anyone needs to self isolate.

### **What you need to provide during your week of supporting our guests at GH.**

Hot cooked meals - Please provide a hot meal for 13 people four times per week. The number of residents can change so please do check with Joe at the beginning of your week. Please do let us know which days you are planning on delivering the meals so we can let guests know.

There will be a security guard resident in GH every evening called Ahmed (there are 2 – both with same name – covering different evenings). The Number to contact them is **0113 217 5662** if you want to ring them as you set off with the meal. Ahmed will come and collect the meal from the back door to take it in for the residents. The gates to the back garden will now be open until 7.30pm. Where possible please provide the meals in individual containers, particularly during Ramadan (ending 23rd May TBC). Please feel free to take food in your own dishes if you wish: They will be washed, kept in the office at GH and can be given back to the next person who drops off so can be returned to the original owner if you'd like to liaise with each other about dropping these items off. Alternatively, you could use foil trays or something you don't mind not receiving back.

The residents do have access to full cooking facilities and can heat up food in the oven/microwave If you prefer to sort your meal earlier, but the residents are happy with the idea of hot meal provided. It really is up to you.

Shopping of groceries. Please provide groceries to the guests once or twice a week. Please see the attached list which may help you decide what to buy.

Towards the end of the week before your volunteering I will email you and Joe Kilkenny so that he may provide you with an up to date list of shopping for your week.

We have a regular donation on Monday Wednesday and Friday from a bakery in Wetherby which will provide bread, cakes, quiches and pies etc.

A small packed lunch of a sandwich, crisps and a drink are been delivered to the shelter each day. (These have been suspended during Ramadan

Ramadan- It will be Ramadan 23rd April -23rd May (Dates TBC). Following on from our experience last year we will be providing cooked meals at the usual time of 7pm'ish and those that are fasting will be able to take Iftar at sunset.

Financial Support - We are giving our guests an allowance of £10 per week each for phone top ups and anything else they need. If you can fundraise for this that would be great if not please do let us know and we can pay this centrally.

### **Looking after our volunteers and guests.**

We are suggesting that volunteers deliver food to the guests, but we are not encouraging volunteers to visit the house to spend time with guests. We are having meetings with guests via video link and someone visits twice a week. There is also staff there from LCC.

**Maintain social distancing and continue to follow PHE advice.**

### **Useful Numbers**

Katrina 07932064131

Father Micheal 07974264001

Joe Kilkelly 07562439180 (please contact Joe by email, if you need to call please text him first.)

Garforth House 0113 2175662

### **Checklist for Shopping - Please do ensure you check with us before shopping.**

A very general food list would be:

- Rice, pasta,
- pasta sauces, packets of dried pasta and sauce
- chilli sauce, curry powder
- Ketchup
- Tinned tuna
- Chicken (mindful of halal)
- Soups - probably dehydrated
- Eggs
- Croissants
- Honey
- Cooking Oil
- Tomatoes
- Peppers
- Stir fry
- Small amount of salad
- Spread
- Crisps and snacks
- Biscuits in moderation
- Fruit
- Fruit Juice
- Tomato puree
- Cabbage
- Garlic fresh or paste.
- Surface cleanser
- J cloths - (other brands are available)
- Washing up liquid
- Toiletries