



POSITION DESCRIPTION
 (In compliance with Diocesan Policy and specifically revised
 for the Feed the Hungry Program)



JOB TITLE:	BEVERAGE LEAD	Schedule:	Up to twice per month Shifts available Sundays from 2:30pm to 6:00pm
Class:	Area Team Lead	Length of Commitment:	Two-year renewable term
Location:	St. Mary's Cathedral Hall (221 – 18 Ave. SW)	Direct Supervisor(s):	Program Manager via Assistant Coordinators

JOB SUMMARY

The primary responsibility of the Beverage Area Lead is to provide oversight and assistance in the distribution and replenishment of beverages served to the guests.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests:

- Create a culture of welcome and professionalism
- Ensure adequate amounts of juice and coffee are prepared and loaded onto beverage carts for service
- Model and reinforce proper safety and serving procedures
- Discard and/or store unused beverages at end of service
- Supervise and participate in cleanup activities

Responsibilities to the Regular and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Assign duties, responsibilities and stations to beverage area volunteers
- Foster teamwork and guide volunteers on beverage procedures
- Express appreciation to volunteers for their work
- Alert Assistant Coordinator of any potential incidents or risks

DESIRED TRAITS

- Ability to supervise groups of volunteers
- Ability to relate to diverse groups of people and cultures
- Ability to use sound judgement within defined policies and procedures to determine appropriate action
- A knowledge and appreciation for a safe working environment
- Current SafeCheck™ Food Safety Certification considered an asset

MEDIUM RISK SCREENING CHECKLIST

(In addition to Dinner Volunteer Requirements)

- A Vulnerable Sector Police Information Check (VSPIC)
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups to be conducted
- Past experience as a Dinner Volunteer