



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



JOB TITLE:	CENTRE TABLE 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 Centre Table Lead is to provide oversight and assistance in the portioning of salads, preparation of cups/utensils and replenishment of condiments.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests:

- Create a culture of welcome and professionalism
- Coordinate and assist with the restocking and placement of salt, pepper, sugar, cream and stir sticks on each table prior to service
- Ensure that each seat has a clean cup filled with utensils prior to service
- Enforce salad portion serving size and quality control standards
- Ensure an adequate supply of clean cups filled with utensils and a napkin are available for multiple seating during service
- Model and reinforce sanitation and safety procedures
- Discard and/or store unused food at end of service
- Ensure unused salt, pepper, sugar, cream and stir sticks are cleaned and put away
- Supervise and participate in cleanup activities

Responsibilities to Regular and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Foster teamwork, guide, and assign duties and responsibilities to centre table volunteers
- 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