



POSITION DESCRIPTION

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



JOB TITLE:	DESSERT AREA LEAD	Schedule:	Up to twice per month Shifts available Sundays from 12:00pm to 3:00pm and 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 Dessert Area Leader is to estimate and prepare the proper amount of desserts for guests during each meal service. This position is typically run in two shifts: Morning Preparation and Afternoon Serving.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests, Core and Sponsor Volunteers:

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

Early Shift (12:00pm to 3:00pm)

- Estimate the number of desserts required for service and coordinate the cutting/preparation of these desserts
- Establish portion sizes and observe storage standards for dessert preparation
- Ensure preparation station is cleaned and ready for serving shift

Late Shift (2:30pm to 6:00pm)

- Coordinate the distribution of desserts by assigning tables/sections to servers
- Ensure adequate desserts on trays and that serving procedures are enforced
- Prepare excess food for agency outreach
- Supervise and participate in cleanup activities

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