



POSITION DESCRIPTION

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



JOB TITLE:	DINNER VOLUNTEER	Schedule:	Up to twice per month Shifts available Sundays from 9:30am to 6:00pm no more than 4 hours long as needed.
Class:	Regular Volunteer	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

Minor volunteers are allowed as follows:

- Under 12 years of age: morning only with adult supervision and signed parent/guardian permission.
- Over 12 and under 18: with adult supervision and with signed parent/guardian permission.

JOB SUMMARY

The primary role of the Dinner Volunteer is to ensure the needs for serving dinner are met.

ESSENTIAL DUTIES/ACCOUNTABILITIES

- Follow guidance of Area Lead
- Will be assigned to a specific area prior to arrival

Food

- Help ensure the proper distribution of food and beverages to guests
- Store, discard, and prepare excess food for agency outreach appropriately
- Ensure food station and hall are cleaned, stocked, and ready to use for the next week

Guests

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Alert Assistant Coordinator or Area Lead of any potential incidents or risks
- Maintain a steady and safe flow of guests through the front door to be seated

DESIRED TRAITS

- 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

LOW RISK SCREENING CHECKLIST

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- One reference
- Training and orientation
- Supervision