



POSITION DESCRIPTION

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



JOB TITLE:	MAIN ENTRÉE AREA 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 Main Entrée Area Lead is to estimate and prepare the proper amount of main entrée portions for guests during each meal service.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests:

- Create a culture of welcome and professionalism
- Establish the portion sizes for vegetable, starch, and protein for the entrée
- Ensure preparation station is cleaned and ready for serving shift
- Coordinate the distribution of food from the kitchen, to the main entrée area, to servers
- Supervise and participate in cleanup activities
- Prepare excess food for agency outreach

Responsibilities to the Core and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Assign duties, responsibilities and stations to main entrée serving volunteers
- Foster teamwork and guide volunteers on main entrée serving 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