



POSITION DESCRIPTION

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



JOB TITLE:	TABLE SERVER 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 Table Server Area Lead is to serve main entrées to guests during each meal service.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests:

- Create a culture of welcome and professionalism
- Ensure preparation of each table is cleaned and ready for the guests
- Coordinate the distribution of food from the main entrée area to the guests
- Buss used dishes, discard garbage, and prepare table for next guest seating
- Supervise and participate in cleanup activities

Responsibilities to the Core and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Explain duties and responsibilities to other table serving volunteers
- Foster teamwork and guide volunteers on table 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