

SIENA FRANCIS HOUSE
Meal Service Volunteer Position Description

Position Title: Meal Service Volunteer
Supervisor: Silvia Rodriguez
Status: Volunteer

PURPOSE: To provide the volunteer with insight into the workings of our shelter and to provide a safe and supportive environment for our guests to enjoy a meal. This position is responsible for providing direct assistance to the guests of the shelter, participants in the Miracles substance abuse treatment program, and apartment residents with food services. This position will work closely with the Bright kitchen staff and volunteer coordinator.

ESSENTIAL FUNCTIONS

- Greet guests of Siena Francis House with a smile.
- Abide by meal service guidelines including safe food handling procedures.
- Provide guests with a welcoming environment to enjoy their meal.
- Preparing dining area for meal and serve designated meal.
- Cleaning of dining and kitchen area as directed.
- Bending, standing and walking are key functions of this position.

PREFERRED SKILLS

- Communicates orally, electronically, and in writing.
- Works cooperatively with others.
- Flexibility and commitment to schedule.
- Self-starter and quality inter-personal skills.

EXPECTED COMMITMENT

- Volunteers are expected to arrive on time and ready for their scheduled shift.
- Shifts are to be arranged in advance and there are no walk-ins.
- Minimum commitment of attending scheduled shift.
- Flexibility in scheduling is important.

Confidentiality policy, meal service volunteer guidelines, and all other waivers available by contacting Siena Francis House Volunteer Program Manager Silvia Rodriguez by phone at 402-341-1821 or email at srodriguez@sienafancis.org.