

Kitchen Volunteer

This volunteer opportunity assists with needs in the emergency shelter's kitchen, following safety guidelines that include hand washing, glove use and mask use. Responsibility is to assist our Kitchen Management staff with a variety of meal preparation tasks, which include, although are not limited to:

- Arriving five minutes prior to the start of your volunteer shift.
- Obtaining food items from the pantry and walk-in refrigerator/freezer.
- Organizing food and non-food items in the kitchen, walk-in refrigerator/freezer.
- Opening canned food items, and preparing food items to be used in meals served to clients.
- Helping with dishes and cleaning and organizing the kitchen area.
- Helping close the kitchen – helping with dishes, sweeping, mopping, wiping down countertops, taking out the trash, etc. (afternoon shift only)

While performing the duties of this job, the volunteer is regularly required to stand, walk, use hands to finger, handle, or feel, lift and/or move up to 20 pounds, and talk and hear. The employee is occasionally required to sit, and reach with hands and arms.

The following ARE REQUIRED, related to volunteering at the Siena Francis House:

Prior to coming to the Siena Francis House's emergency shelter facility and entering our 1117 North 17th Street emergency shelter facility:

- Sign up online for an open volunteer meal serving position, including electronically signing the Volunteer Agreement (expectations, waiver, code of conduct).
- Have a face mask ready and plan to wear it in our facilities.
- Wear closed-toed shoes with rubber/non-slick soles.
- Minors must be accompanied by an adult at all times.

When you arrive at the emergency shelter's front desk:

- Check in with staff at shelter's front desk.
- Obtain a "Visitor's Sticker" from shelter staff and wear it prominently.
- Walk through dining room to the kitchen.

When you arrive in the kitchen:

- Introduce yourself to the kitchen staff.
- Clock-In to record that you arrived for your volunteer shift, using the computer at the sign-in kiosk, located in the very back of the kitchen.
- Need to put your purse or coat away? Use one of the lockable lockers near the volunteer sign-in computer and kiosk.
- Wash your hands using soap and water; dry hands.
- Put on disposable gloves.
- Put on an apron.
- Put on a hair net.
- Follow instructions provided by kitchen staff.

Before you leave:

- Wash your hands.
- Please clock out of your volunteer shift on the computer kiosk.

THANK YOU VERY MUCH FOR YOUR VOLUNTEER ASSISTANCE!