

THE SIENA/FRANCIS HOUSE
Position Description

Position Title: Meal Service Volunteer
Supervisor: Stephanie Beister
Status: Unpaid 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 Baright kitchen staff and volunteer coordinator.

ESSENTIAL FUNCTIONS

- Greet guests of the 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.
- Attendance of orientation session.

Confidentiality policy and meal service volunteer guidelines available by contacting the Siena/Francis House Volunteer Coordinator: Stephanie Beister 402-341-1821 or Stephanie@sienafrancis.org.