

Harmony House Mission Inc.
Community Outreach

VOLUNTEER



**Harmony House Mission
Soup Kitchen Server**

Soup Kitchen Dining Room Server Position Job Description

Goals:

To assist the Soup Kitchen Supervisor in providing a nutritious meal to about 50-60 clients daily. This position will also assist with the clean-up so that the kitchen is ready for the next day.

Skills, experience, and qualification required:

Dedicated / Reliable

Hard-working and Kind

Experience and comfortable in a kitchen setting

Comfortable working directly with guests

Professional and able to keep confidentiality.

Able to read and communicate well.

Able to learn new tasks.

Able to work as a team.

Able to follow instructions and complete a task independently.

Able to stand for long periods of time * (accommodation will be made as needed).

Able to understand food handler's hygiene practices.

Good hygiene

Outline of activities, tasks, and responsibilities:

Arrive for shift at the scheduled time and sign-in on computer.

Must follow proper hand washing and food handling policies.

Hair must be tied back or wear hair net for sanitary measures if shoulder length or longer.

Assist Soup Kitchen Supervisor to prepare the meal to be served.

Follow the directions from the Soup Kitchen Supervisor about what needs to be done, and how it needs to be done.

Consult the prep task list for additional duties.

During the meal, you will be assigned one of the following duties (these jobs will be rotated on a weekly basis)

1. Help serve meals: Retrieve tray, Paper plate placed and served, all food choices are handled by servers, If need dressing for salad, bread, etc. All placed by servers.
2. Keep coffee/tea bar filled and clean if needed.
3. Grill outside and serve.
4. Sanitize tables in dining room and clean in between clients.
5. Assisting clients in need.
6. Returning trays and utensils from the dining room to the kitchen sink
7. Interact with clients in a friendly, positive, happy, and professional manner.
8. Report any complaints/problems to the supervisor on duty.
Consult the closing duties task list to see what needs to be done before leaving.
 - a) Help with general clean-up of kitchen and dining area
 - b) Wash dishes, and assist putting away the clean dishes
 - b) Wash down counters, walls, tables, etc.
 - c) Sweep and wash floors of kitchen areaWork in cooperation with other volunteers and staff.

Time commitment expected:

Volunteers are asked to commit to one regularly scheduled shift a month. One shift is a weekday from 1:45 pm- 6:00 pm.

Orientation and training:

Volunteers will receive orientation and tour from Volunteer Coordinator, and will receive training from the Soup Kitchen Supervisor

Reports to:

Soup Kitchen Supervisor or Executive Director

Support, supervision, and evaluation provided: You will be supervised directly by the Soup Kitchen Supervisor with any additional support needed by the Volunteer Coordinator.

1. An assessment at the end of the period will be facilitated by the Volunteer Coordinator to ensure that there is a proper fit between Volunteer and the Harmony Mission Inc.

2. An annual review will also be conducted to ensure continued good fit and will be facilitated by the Volunteer Coordinator.
3. Mandatory activities: All volunteers must attend two volunteer meetings a year. These meetings serve as a means of communication between Harmony House administration and staff and volunteers. We will discuss any new policies, procedures, events, and any other matters of interest to ensure that all members of Harmony House Inc. community are aware of what is going on.

Working conditions:

Smoke-free workplace
Long periods of standing * (accommodations can be made as needed)
Working directly with clients
Working in a team
Working in a kitchen with many appliances

Benefits to the volunteer:

You are invited to share a free meal with our volunteers and guests.
You will be assisting the Harmony House Mission to provide a valuable service to its many guests.
Many volunteers feel a sense of satisfaction and accomplishment and connection to a community.
You will gain kitchen and food prep experience.
You will gain experience of working directly with clients.
You will have the opportunity to work with other staff and volunteers.