



Harmony House Mission Inc.
Community Outreach

VOLUNTEER



**Harmony House Mission
Dining Room Minister**

Soup Kitchen Dining Room Minister

Goals: To assist Guests in their experience of their visit at Harmony House Mission. To not only receive a meal but to find a place where they are valued, loved and an opportunity to have not only their physical needs met but their emotional and spiritual needs met.

Skills:

Dedicated/ Reliable

Good listener

Compassionate

Kind and comfortable talking about your testimony of grace.

Desire to be a representative of Jesus Christ to every person.

Experience and comfortable with people from all social, economic, and culturally diverse populations

Professional and able to keep confidentiality.

Able to work as a team with other volunteers and staff.

Able to follow instructions.

Desire to serve others.

Good Hygiene

Able to use coffee maker, make a good cup of coffee or tea.

Outline of activities, tasks, and responsibilities

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

Must follow proper hand washing techniques prior to beginning shift.

Before the doors open/ Start with prayer for day

Check the small refrigerator to see if water is stocked and cold, restock if needed.

Start pot of coffee, hot water, and restock items on coffee bar as needed.

Assist guests as needed – be friendly and kind.

Greet guests and offer cold water/ coffee/ or other things as available.

Be sensitive if guest wants to talk/ or if they are open to prayer.

Other jobs as Soup Kitchen Supervisor requests

Time Commitment Expected:

Volunteers are asked to commit to two regularly scheduled shifts a month. One shift is a weekday or Saturday from 1:45- 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 or Executive Director 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 experience of working directly with guests.
You will have the opportunity to work with other staff and volunteers.