



KITCHEN AND DINING ROOM VOLUNTEER INFORMATION REFERENCE SHEET

- **SIGN IN AND OUT:** Volunteers sign in and out at the Front Desk. Sign your Volunteer Time Log **AND** the Daily Log attached to the clipboard. Be sure to sign the bottom of your Volunteer Time Log on the **FIRST** day you volunteer each month—*this is extremely important for us to report your hours for our organization to receive necessary funding.*
- **DRESS REQUIREMENTS FOR THE KITCHEN:**
 - An apron, hairnet and gloves will be provided to you and must be worn at all times. Please change gloves when needed to ensure sanitation.
 - Shoes should be flat and have no skid soles
 - Absolutely No:
 - Open Toe Shoes
 - Shorts, Sleeveless Shirts, or Tank Tops
 - Loose Jewelry
 - Valuables/Personal Items
- **CHECK IN WITH KITCHEN STAFF FOR YOUR ASSIGNMENT**
- **FOOD PREPARATION AND SET-UP INCLUDE:**
 - Salads, Veggies, Breads and Desserts
 - Wrapping of Utensils
 - Beverage Set Up
 - Clean Up and Break Down

WEEK DAY MEAL AND VOLUNTEER TIMES: 6:00 AM to 6:30 PM

Resident Breakfast
6:30AM- 7:30AM

Public Lunch
11:00AM- 12:00PM

Volunteer Lunch: 12:15PM-12:45PM (NO EATING WHILE SERVING)

Resident Lunch
12:45PM- 1:30PM

Resident Dinner
4:45PM- 5:30PM

WEEKEND MEAL AND VOLUNTEER TIMES: 10:00 AM to 6:30 PM

Resident Lunch
12:45 PM-1:30 PM

Resident Dinner
4:45 PM-5:30PM

Be sure to sign out at the end of your shift.