



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 (bring hair-tie if necessary) and gloves will be provided to you and MUST be worn at all times. Please change gloves when needed to ensure sanitation.
- Shoes MUST be flat and have non-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:

- This environment is loud, busy and fast paced.
- Teamwork is required.
- The volunteer is frequently required to stand; walk; use kitchen items; reach with hands and arms; and stoop, kneel or crouch.

FOOD PREPARATION AND SET-UP INCLUDES:

- Salads, Veggies, Breads and Desserts
- Set Up Beverages and Wrap Utensils
- Set Up, Clean Up and Break Down Dining Room

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

Resident Lunch
12:45 PM-1:30 PM

Resident Dinner
4:45 PM-5:30PM

****Volunteers must be 16 years of age to volunteer in the kitchen.**



**THRIFT STORE
VOLUNTEER INFORMATION REFERENCE SHEET
45-596 Fargo Street
Indio CA 92201**

SIGN IN AND OUT: Volunteers sign in and out at the Cashier Stand. 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:

- Shoes should be flat and have non-skid soles
- **Absolutely No:**
 - Open Toe Shoes
 - Shorts, Sleeveless Shirts, or Tank Tops

CHECK IN WITH THRIFT STORE STAFF FOR YOUR ASSIGNMENT

THRIFT STORE DUTIES INCLUDE:

- Sort, hang, and organize merchandise
- Assist customers by answering store-related questions and complaints, notify manager of any concerns for resolution.
- Answer store telephone and take messages or refer callers to the appropriate department or personnel.
- Be alert for shoplifters and respond following established policy and procedures.
- Assist in the routine of maintaining cleanliness of the premises and notify manager of any safety or health hazards

- **VOLUNTEER TIMES: MONDAY THROUGH SATURDAY 9:00 AM to 6:00 PM**

***CLOSED SUNDAY**

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

