



Loaves and Fishes of Contra Costa Dining Room Volunteer/Server Duties

Position Overview: Prepares Dining Room for lunch, assists in bringing in food and preparing salad, bread and desserts for serving. Serves food “buffet style” to guests between 11:00am and 12:45pm. Assists with Dining Room clean up and dishwashing as needed throughout shift. **MUST BE ABLE TO STAY UNTIL SHIFT ENDS AT 1:30PM!**

Specific Tasks:

1. Report to dining room manager
 - Sign In (*Sign-in is tallied for LFCC records*)
 - Wash hands at handwashing station
 - Put on gloves, apron
2. Prepare Dining Room: (*may include sweeping and mopping as needed*)
 - Place dirty trays, cups, and pans outside on cart for pickup
 - Set up, align, and clean tables (*place on table coverings and clean as needed*)
 - Place salt/pepper shakers, and centerpieces on each table
 - For hot foods, take out steam pans and put ½” to 1” of water in each
 - Set up drink stations: glasses, silverware, napkins, water and juice (if available)
3. Food Arrival (**ALWAYS USE GLOVES WHEN HANDLING FOOD!**)
 - May need to wash hands again, and get fresh gloves
 - Assist in bringing in food as directed
 - Prepare bread, green and/or fruit salad, and cut up/plate desserts as directed by portion size
 - Load “Free Table” items (if any) onto designated area
 - Determine what utensils and other serving tool are needed for serving
 - Layout serving line: entrée, vegetables, salad, bread
4. Serve our guests at 11:00am to 12:45pm
 - Obtain food service assignments from manager (*Remember to smile and greet guests*)
 - Wear a welcoming smile, apron and gloves at the serving table
 - Serve portions instructed by the manager
 - Seconds/Thirds are ok, but a clean tray must be used each time
 - Work in rotating shifts to wash dishes as needed
 - Stop serving at 12:45pm, tally and record # of trays used
5. Cleanup: 12:45-1:15

If you volunteer, you MUST assist in cleanup, including dishwashing in rotation with other volunteers! This is a vital part of your shift.

- Scrape wash in soapy water, rinse in clear solution, and stack trays, cups and utensils in container to be returned to kitchen for sanitation
- Wash out empty food service containers and leave with trays to be returned to kitchen
- Remove chairs and stack *at certain locations*
- Wipe off all tables, if needed, move tables as instructed
- Sweep and mop floors as instructed
- Assist with other clean-up duties as requested

Time Required: Shifts are 3 to 4 hours long, depending upon dining room location. *Must stay ENTIRE shift!*

- Martinez and Pittsburg Dining Room: 9:30am to 1:30pm
- Bay Point, Antioch and Oakley Dining Room: 10:30am to 1:30pm

Physical/Age Requirements: Must be at least 12 years of age, with parent if under the age of 18.

Skills/Education: Just a willingness to smile and serve a meal to someone in need & adhere to safe serve requirements. *Unless otherwise notified*

Experience: None needed

Check One

_____ I HAVE READ THE TASK REQUIREMENTS, AND AGREE THAT I AM WILLING AND ABLE TO PERFORM ALL ASSIGNED TASKS TO THE BEST OF MY ABILITY.

_____ I HAVE READ THE TASK REQUIREMENTS, AND HAVE SOME LIMITATIONS TO WHAT I AM PHYSICALLY ABLE TO PERFORM.

Please Explain _____

Volunteer Name: _____

Signature: _____ Date: _____

If under 18

Parent/Guardian Name: _____

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

_____ Approved _____ Rejected Restrictions _____

Date: _____

_____ Mtz _____ BP _____ Pitts _____

_____ Ant _____ Okly _____ Other

Availability: _____

Authorized Signature
