



## Dining Room Volunteer/Server Duties

**Position Overview:** Prepares Dining Room for lunch, assists in bringing in food and preparing salads, 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.

**Requirements:** Time Required: Shifts are 3 to 4 hours long, volunteers will serve entire shift

- Martinez and Pittsburg Dining Room: 9:30am to 1:15pm
- Bay Point, Antioch and Oakley Dining Room: 10:15am to 1:00pm
  - ❖ Minimum age is 12 years of age, with parent if under the age of 16
  - ❖ . Able to lift to 20 pounds and stand up to 4 hours
  - ❖ Agrees and complies with Volunteer Policies, and safe serve guidelines instructed by dining room managers
  - ❖ Has completed online volunteer application in advance of service

### 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, 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 from truck/vehicle 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 (Smile and greet guests!)
  - Obtain food service assignments from manager
  - 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 floors as instructed
  - Assist with other clean-up duties as requested