



215 W. Montgomery Ave., Rockville, MD 20850
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EMERGENCY Volunteer: Evening Meal Server

The position of **EMERGENCY Evening Meal Server** is part of a team that supports Overnight Staff in providing overnight shelter to homeless women in a safe, caring environment, treating all guests with dignity and compassion.

The **EMERGENCY Evening Meal Servers** are on call for when emergency situations, such as illness, keep scheduled volunteers from their duties. EMERGENCY Evening Meal Servers collaborate in **teams of three to five** to heat and serves dinner, prepare lunch for the following day, and clean the kitchen from 6:30 to 9:30 P.M. every night the shelter is open, from November 1 through March 31. There is a checklist of responsibilities available in the shelter for each dinner shift that can be split between all of the evening's volunteers.

Location: Rainbow Place shelter

Key Responsibilities:

- Read the meal plan for the evening (prepared by our Food Coordinator) and heat the meal.
- Set the tables.
- Ask each woman who sits at the table what they would like to eat.
- Serve dinner and dessert. Volunteers can take turns sitting and eating dinner with the women.
- Prep sandwiches and other lunch items for the next day.
- Clean up any pots/pans used for dinner and clean counters and sinks.
- Other rotating duties as listed for each night on the checklist.

Reports to: Volunteer Coordinator, but during the evening shifts, you will be immediately supervised by the two on-duty Overnight Staff members.

Length of appointment: Agree to be on a contact list for emergency purposes. Come in if you are available when the need arise.

Time commitment: Three-hour shifts

Qualifications: Willingness to share your good humor with homeless women and a team of volunteers. Must be able to climb stairs to the third floor.

Support/Training: A *Volunteer Orientation* will take place on a Sunday in the last two weeks of October and all new and potential volunteers are strongly encouraged to attend this session. All previous volunteers are asked to attend this session once every second year. You may always contact the Volunteer Coordinator with any questions and concerns through the season, and individual training sessions for groups may be planned for another time.

Age Requirement: At least 12 years of age. We have the right to make exceptions for small, well-supervised groups of mature children under the age of 12.

Dress Code: None

Form(s) required: (1) Volunteer Application; (2) Waiver of Liability; (3) Confidentiality form