



Volunteer Title: Lunch Server

Department: Shamrock Club

Time: Weekdays 11:30am – 12:30pm, weekends 10:45am-12:30pm, all shifts must be pre-scheduled

Reports to: Kitchen managers on duty

Summary of Position

Volunteers assist with lunch preparation in the Shamrock Club kitchen by serving lunch to Shamrock Club clients. We need 4 volunteers on weekdays and 2 volunteers on weekends.

Duties and Responsibilities of Position

- Arrive promptly at 11:30am on weekdays and 10:45am on weekends.
- Sign in on the volunteer log in the front lobby.
- Store personal items (purses, coats) in the kitchen manager's office.
- Thoroughly wash hands, wear provided apron and gloves.
- Follow instruction from kitchen manager regarding assignment.

Skills & Attitude

- Respect all agency policies, including client confidentiality.
- Show understanding & empathy for the needs of clients and others in the kitchen.

Dress Code

- Do not wear sleeveless shirts or apparel displaying offensive language and/or alcohol marketing or pants with holes.
- Do wear conservative length shorts or skirts and closed-toes shoes.

Qualifications

- Ability to stand for an extended period of time
- Reaching by extending hands or arms in any direction
- Ability to see within normal parameters, handle physical movement and tasks

Age Requirement Policy

- Minors must be at least 16 years old to volunteer independently.
- Minors 14-15 years old must be accompanied by an adult chaperone while volunteering.

Scheduling & Additional Questions

St. Patrick Center Volunteer Services

spcvolunteers@stpatrickcenter.org

314.802.0681

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