



**Volunteer Title:** Dinner Server

**Department:** Biddle House Opportunities Center (1212 N. 13<sup>th</sup> St. St. Louis, MO 63101)

**Time:** 4:30pm –5:45pm-all shifts must be pre-scheduled.

**Reports to:** Kitchen managers on duty

### Summary of Position

- To assist with lunch preparation in the Biddle House Opportunities Center kitchen and serve open breakfast in an assembly line manner. This may include plating food, handing out utensils, and filling water cups.

### Duties and Responsibilities of Position

- Arrive promptly at 4:30pm
- Sign volunteer log at front desk, and wear volunteer badge (Monday-Friday)
- Sign volunteer log in kitchen manager's office (Saturday & Sunday)
- 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

- No sleeveless shirts or apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear jeans or pants with holes, closed-toes shoes

### Physical Requirements

- Ability to stand for an extended period of time
- Reaching by extending hands or arms in any direction
- Appropriate communication skills
- 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.**

**For scheduling a volunteer opportunity or additional questions, contact:**

Samantha Decker | Development Specialist

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St. Patrick Center provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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