



**Job Title:** Dinner Preparer/Server

**Department:** Women's Night Program

**Time:** 5pm-7pm on weekdays and weekends, all shifts must be pre-scheduled.

**Reports to:** Development specialist, Women's Night Program staff

### Summary of Position

- Each night, 20 women stay at St. Patrick Center as part of our Women's Night Program. Volunteers (3-6 people) are needed to plan, prepare and serve dinner each evening. Your group gets to choose the menu! The cost of the meal is on the volunteer group.

### Duties and Responsibilities of Position

- Arrive promptly, use metered street parking or pay lot across the street, enter building through front doors facing Tucker Blvd beneath black awning
- Sign timesheet in kitchen, store personal items (purses, coats) in the WNP office
- Thoroughly wash hands, wear provided apron and gloves while handling food
- Use kitchen appliances/utensils as needed to prepare/heat provided food, assist clients in plating dinner and with cleanup

### Skills & Attitude

- Respect all agency policies, such as client confidentiality, standards of conduct, etc.
- Demonstrate understanding and empathy for the needs of clients
- Show kindness towards everyone in attendance, be conversational and polite

### 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

- Knowledge of kitchen appliances, proper food handling
- 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

[sdecker@stpatrickcenter.org](mailto:sdecker@stpatrickcenter.org)

314.802.0681

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.

800 N Tucker Blvd, St. Louis, MO 63101

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314.802.0700



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