



Egan Warming Center

Volunteer Food Service Lead

Job Description

Goal:

To provide food and drinks by planning, procuring, storing, staging, and clean up of refreshments for a given shelter site.

Reporting:

The Food Service Lead reports to the Site Lead (Requires Food Handler's card)
The food service volunteers report to the Food Service Lead

Specific duties:

- Coordinates with Site Lead regarding food service planning
- Coordinates with Facility Lead regarding storage and staging
- Coordinates with Project Food Lead
- Ensures that supplies are available (gloves, etc.)
- Orients shift volunteers and assigns responsibilities
- Monitor sanitation and health code requirements
- Manage presentation of food and drinks
- Ensures clean-up and disposal of food and drinks
- Coordinates with the health and behavioral care rooms for special needs

Shift Specifics:

Shift ONE: Move hot beverages and snacks to hospitality at end of the evening shift.

Shift TWO: Overnight lead not required.

Shift THREE: Morning lead needs to report by 5 am to start coffee.

Special Considerations:

1. Overall Food Lead (Joe) should find out from facility liaisons what the host sites want to do about food.

2. Minimal food would be hot beverages (hot water, packets), ramen, sandwiches, cereal or granola bars, fruit.
3. A crockpot or an urn with hot water will be provided in the sick room, along with packets for teas, bullion.

Basic Shelter Schedule:

5:00 PM	Site Prep: Site Lead and Facility Liaison report
5:30 PM	Set Up: Area Leads report
6:00 PM	Shift ONE Volunteers Report (Shift ONE: 6:00 PM – 10:30 PM)
7:00 PM	Shelter Opens for guests
10:00 PM	Lights Out for guests
10:00 PM	Shift TWO Volunteers Report (Shift TWO: 10:00 PM - 6:00 AM)
5:30 AM	Shift THREE Volunteers Report (Shift THREE: 5:30 AM – 9:00 AM)
6:00 AM	Wake Up guests
6:30 AM	Begin Check Out procedures
8:00 AM	Close Shelter & Clean Up
9:00 AM	Lock Up Facility