

Volunteer Position Description

Position Title: Community Meals Registration Volunteer

Description: Volunteer will come either for the lunch or dinner shift and will use the registration book in order to sign clients in before they get their meal.

Purpose: To ensure food security for those served at Community Meals via accurate guest check-in at meal time.

Location: Basement of Christ Church Cathedral, 45 Church Street, Hartford, CT.

Key Responsibilities:

- Check-in each individual guest attending lunch or dinner meal
- Accurately capture name for returning guests and additional information for first time guests.
- Keep track of guests who have received tickets
- Keep staff mindful of the number of guests in dining room during a meal.
- Roll utensils or tickets during downtime
- Engage with guests and volunteers
- Assist staff in maintaining harmony in dining room by informing them of any guest or cooking/serving volunteer needs.

Reports to: During volunteer shift: Chef and Program Assistant; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

Time Commitment: Shifts available on Monday through Wednesday - 11:15am to 1:30pm or Monday and Tuesday - 5:15pm to 7:00pm.

Ideally, seeking long term volunteers (for six months +)

If at any time you are not able to cover your scheduled shift call: 860-706-1534 and speak to Program Assistant or call 860-728-3201 and speak to Community Engagement Program Manager.

Dress Code: Casual but appropriate in a professional setting.

Desired Attributes:

- Energetic, assertive and friendly
- Ability to stay stationary at check-in desk for more than an hour at a time.
- Able to work in a busy atmosphere
- Comfortable working with a diverse population
- Follows instructions and pays close attention to detail

For more information, please contact the Volunteer Coordinator at 860-706-1522 or volunteering@handsonhartford.org

