

## Volunteer Position Description

**Position Title:** Volunteer at our Memorial Day Community Meal!

**Purpose:** On Monday, **May 28<sup>th</sup>**, we will open our doors and hearts to share in the Memorial Holiday together. We are seeking the assistance of volunteers to partner with us on this occasion as we serve a delicious holiday meal to our neighbors.

**Date:** Monday, May 28, 2018

**Location:** Hands On Hartford, 55 Bartholomew Avenue, Hartford, CT.

### **Key Responsibilities:**

- Event set-up
- Food preparation
- Serve meal and engage with guests
- Run games and activities
- Event clean-up. (including washing dishes and wiping down tables)

**Time Commitment:** We are requesting that volunteers arrive at **9:00am** and stay until **2:00pm**. The meal will be served around 11:30am.

**To ensure the proper volunteer coverage of tasks, we ask that all registered volunteers be free to stay for the entire scheduled event.**

**Support:** Orientation, onsite training and instructions.

**Dress Code:** Casual but appropriate in a professional setting. This position requires volunteers to be on their feet so comfortable, closed toed shoes are required.

If prepping food, medium to long hair will need to be tied back and covered with a hair net (we provide) or a hat.

### **Desired Attributes:**

- Comfortable engaging with a diverse population
- Ability to follow ServSafe food handling protocols and instructions provided by Hands On Hartford staff.
- Ability to stand for a few hours.

*As the number of volunteer spaces is limited, we ask that you register each individual person that will be in attendance at the meal.*

Hands On Hartford would be unable to provide this festive service for our neighbors without the support and dedication of volunteers like YOU!

For this we thank **YOU!**

**For more information and to register, please contact Edith Tresner or Katie Thibault, Volunteer Coordinators at 860-706-1522 or [volunteering@handsonhartford.org](mailto:volunteering@handsonhartford.org)**