



Volunteer Duties

Updated: March 20, 2022

Pick-up Crew

- Picks up assigned items from donors
- Empties and cleans bins
- Returns bins to stores. It is very important that bins be returned immediately after use. If the pick-up crew cannot return them, the leader will appoint someone to the task.

Soup Makers

- Check the previous day's number of people served. This will give you an idea of how much soup to prepare.
- Check for leftover soup in cooler, reheat and blend with soup being made that day.
- Check fridge, cooler and freezer for soup vegetables.
- Use dry legumes, lentils, pasta or rice as often as possible.
- Identify leftover soups with clearly marked date and contents.

Sandwich Makers

- Check journal regarding leftover sandwiches and number of clients from previous day.
- Put mayonnaise/mustard on both slices of bread. Egg salad sandwiches should have bread with butter on one side only.
- Use only one filling per sandwich at a time.
- Use quantities of meat slices as noted on top of containers.
- Use freshest bread/buns for sandwiches and less fresh bread for dippers or give it away as take-home items.
- Use baggies for sandwiches, disposable plates for pies or cakes. Cover sandwiches, donuts and dippers after preparation.
- Store sandwiches in cooler.
- Use donated food the same day as received and refrigerate excess.
- Save left-over sandwiches after each client has had two.
- Store in tight-lidded sandwich containers in cooler.
- Always date-mark containers.

Lunch Servers

- Serve one bowl of soup and sandwich to each client or two sandwiches.
- Serve fresh fruit and a dessert.

Dishwashers

- Always wear gloves.
- Be familiar with dishwasher operation.
- Scrape dishes into garbage and pre-rinse in soapy water.
- Slide tray into dishwasher, close hood gently to start operation.
- Make sure dishwasher is drained and turned off before locking up at end of shift.