

## Lunch Volunteer Job Description

*We provide open doors to safety,  
wellness and dignity for our city's  
homeless. [www.bdhh.org](http://www.bdhh.org)*



**POSITION OVERVIEW:** A free lunch for guests is served from 11:30 a.m. each weekday, and at 3:30 p.m. on weekends. We serve about 120 guests each day. Volunteer duties include preparation of lunch, serving lunch and some clean-up. A team of three to five volunteers is recommended, but up to 10 can be accommodated in the kitchen. Food items for lunch are provided by and are already at the BDHH kitchen unless meals are prepared in a commercial kitchen.

Contributions to offset food costs are appreciated: each meal is about \$250.

**Time required:** Weekdays: 9 a.m. to 12:15 p.m. Weekends: 2 p.m. to 4:30 p.m. **Volunteers needed:** 3-10

**Groups may come in the day before to prepare the meal and return the next day to serve. Groups can have some people come in for meal prep and some come in for serving and clean-up. We are flexible and would be happy to accommodate your availability!**

### RESPONSIBILITIES FOR LUNCH PREPARATION

- Weekdays: Check in for meal preparation at 9 a.m. Meal is served at 11:30 a.m.
- Weekends: Check in for meal preparation at 2 p.m. Meal is at 3:30 p.m.
- Long hair should be pulled back. Wash hands and wear gloves.
- Follow the recipe for the day (instructions will be in the kitchen. The meal will depend on grocery orders and donations.)
- Wrap silverware for guests.
- Count out and stack trays at the starting end of the serving line.
- Place any frying fat in a discarded container.

### MEAL SERVING AND CLEAN-UP

- If just serving, report in no later than 11:15 a.m. during the week for instructions. Serving is 11:30-12:00. On weekends, report in by 3:15 p.m.
- Have a "factory line" of people to prepare plates. Families and women eat first, then the men. Staff will close and open doors accordingly.
- After lunch, scrape leftovers into the garbage container. Guests may sometimes do this before returning trays.
- Wash tools, pots and pans used to make the lunch. Ask the kitchen coordinator if any other cleaning needs to be done.

### EXPECTATIONS:

- Come with an open heart to best serve the needs of the day.
- Complete a brief orientation and tour with the Volunteer Coordinator upon arrival.
- Contact us if you are unable to come; stay home if you are not feeling well.
- *Love thy neighbor.* Respect the dignity of others.
- Before departing, log out and list volunteer hours in the volunteer binder at the front desk.
- Have fun, smile and enjoy your time with us. We and the guests are grateful you are here!

### QUESTIONS?

- Contact the Volunteer Coordinator at [volunteer@bdhh.org](mailto:volunteer@bdhh.org) or 605-809-8423
- General questions about BDHH: [info@bdhh.org](mailto:info@bdhh.org)

**TO SIGN UP TO VOLUNTEER, PLEASE VISIT OUR WEBSITE:**

<http://www.bdhh.org/volunteer/volunteer-options/>