



Carol's Kitchen Volunteer Guidelines

Thank you for applying to become a member of Carol's Kitchen staff of volunteers. All of us at the kitchen are very happy to have you with our team of volunteers. Please review all of the following guidelines and duties carefully. If you have any questions, please contact Jim McConnell or any of the kitchen managers. If you agree to abide by our guidelines, please complete and sign the form on the last page and return to the kitchen manager.

General Volunteer Information

1. We feed anyone who is hungry; no questions asked. We make no judgments. Our only goal is to make our guests' stay as pleasant and comfortable as possible.
2. We do not discuss religion or politics at any time. If a guest asks a specific religious or political question, please refer them to the kitchen manager.
3. We do not ask for money. Occasionally a guest will offer a small amount of money for their lunch. You may accept this with a big thank you. Any money received is to be turned over to the kitchen manager.
4. If a guest asks for anything other than what we offer, such as gas money, rent money, just money, furniture, etc., please refer them to the kitchen manager.
5. If a guest asks for food assistance, refer them to the kitchen manager. A bag of canned food may be prepared for them.
6. Please treat everyone the same. No special favorites. Above all, do not get emotionally involved with any of our guests or you may become part of their own problem.
7. Do not offer car rides to any of our guests nor give them any personal phone numbers or home addresses.
8. There is absolutely no take out cooked food for our guests. If the food left over is not enough to freeze, it will be distributed equally among the volunteers that want to take it home.
9. Volunteers are forbidden from taking any item that is intended for distribution to our guests. This may include, but is not limited to, groceries, milk, bread, vegetables, juice, clothing, knickknacks, etc. If there are leftover items at the end of the day, the kitchen manager may, at his or her discretion, allow volunteers to take items home.

10. If you volunteer at more than one kitchen, please do not compare them. Each kitchen has its own unique circumstances and it is not fair to compare them.
11. Please realize that each volunteer is unique and each works up to his or hers own abilities. Please do not compare other volunteers to yourself. However, if you have issues with a particular volunteer, please direct your concerns to the kitchen manager or Jim McConnell. Do not spread gossip or rumors to volunteers or outside of the kitchen.
12. We have lunch together before we welcome our guests. Attendance is encouraged as this is where we discuss kitchen activities. Please use this time for questions and answers.
13. If you have a suggestion for improvement of our kitchen, please give this information in writing to Jim McConnell or any of the kitchen managers.
14. Lastly, always try to maintain a big smile. Don't bring your problems to the kitchen.

Kitchen Duties

We have various kitchen duties which include cooking, servers, food preparers, drink table, take home produce table, dessert table, dining room table servers and cleaners, clothing distribution, dishwashing, kitchen and dining room clean-up, among others. Each of our kitchens may have different duties based on the facility where the kitchen is located.

You will be assigned a job by the kitchen manager. You may, at any time, be asked to change your job by the kitchen manager. If you are asked to change, please do so willingly and without question. Remember, we are not here for personal gratification, but to provide help and assistance to our guests.

If we all abide by these guidelines, our kitchens will run smoothly. We hope you will receive as much satisfaction as you are giving our guests.

Thank you for your time and help,

Sincerely,



Jim McConnell, President

Carol's Kitchen Volunteer Agreement

I have reviewed the Carol's Kitchen Guidelines and agree to abide by them.

Full Name

Street Address

City and Zip Code

Phone Number

Birth Date (month and day only)

Email Address

Contact in case of emergency (name and phone number)

Volunteer's Signature

I will be volunteering at:

Beaumont (Monday)

Cabazon (Monday)

Banning (Tuesday)

Beaumont (Wednesday)

Cabazon (Thursday)

Beaumont (Thursday)
