

St. John's Breadline

Volunteer Staff Information

Group Volunteers **Do NOT** need to complete and submit (**Please note this volunteer packet is NOT for community service hours for court, law enforcement agencies, Springfield Housing Authority, Capitol Township, National Able, etc.- please ask a staff member**)

Today's Date: _____

Name: _____

Address Street _____

City, State _____ Zip Code _____

Phone: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Are you a registered sex offender: (please circle) Yes No

Are you over age 18? (please circle) Yes No

For Volunteers Under 18; Volunteers must be 12 years old or older

If under 18- age _____

If under 18- Parent or Guardian Name: _____

Parent or Guardian Phone Number: _____

Parent or Guardian Signature: _____

Signature from Parent/Guardian must be on file before volunteering

Volunteer Information

(please arrive on time for preferred shift)

Preferred Hours to volunteer: Monday-Friday 7:30-10:00am & 1:30-4:00pm Saturday, Sunday & Holidays 10:00am-1:30pm
SJB also accept volunteers at any time Monday-Friday 6:30am-4:00pm Saturday, Sunday & Holidays from 6:30am-1:30pm

Special Holidays such as Thanksgiving, Christmas Eve and Christmas Day and groups of 3 or more volunteers must be scheduled

Due to public health guidelines NO sandals, sleeveless shirts or shorts.

You may bring your own head covering such as a ball cap, stocking cap, etc or a disposable hair net will be provided.

Aprons and gloves will be provided. Please ensure gloves are regularly changed especially between food changes and restroom usage to avoid cross contamination. Please take off apron when using restroom. There is no eating or drinking in the kitchen due to health code.

You are welcome to enjoy the many items that are being given out but please wait until after your shift has ended so that guests can have the first opportunity.

Please remember in order to serve our guests fairly that what you do or give for one guest you must be able to do for all guests.

Once volunteer paperwork has been completed and submitted you are welcome to begin volunteering. You can also bring the completed form with you the first time you volunteer. Volunteers are welcome to serve for several shifts or just one. Volunteers do not have to schedule their service, rather to arrive at the shift time that they are available for. We appreciate volunteers who serve on a one-time basis. We encourage and invite you to consider volunteering on a continuous and regular basis. Please speak with Shawna if interested in becoming a weekly scheduled volunteer or you have any questions. The St. John's Breadline serves 500-600 meals 365 days a year. We would not be able to do that without the support of volunteers such as yourself. God Bless You!!!

Thank You for All You Do for the Breadline- God Bless You!!!!!!!

Volunteering at St. John's Breadline

Description of possible service during volunteering is provided below to assist you with choosing activities that will align with your personal skill set and increase your volunteer experience as we will try to accommodate to those activities. While some might not be as glamorous as others, they are all vital to serving a nutritious meal to our guests. We look forward to walking beside you to serve God and others.

Serve on line- serve the meal of the day on the line

Prep- assist the cooks with prepping the meals

Dining room- assist those who require assistance with carrying their trays such as disabled, elderly and small children; clean off tables as needed; assist guests with refilling coffee and water; interact with guests with kindness to facilitate positive experience; assist with giving donated items away to guests

Dish room- assist with washing dishes using dishwasher; count trays, plates and bowls for daily count; put away clean dishes; wash pots, pans and large items

Office- Answer phones during serving hours; light filing

Clean- Assist with cleaning the building and grounds such as sweeping, mopping, window washing, etc.