



## **40 PRADO VOLUNTEER DESCRIPTION**

The Volunteer Coordinator is dedicated to aligning volunteers with the programs and positions that fulfill their passion for helping others. CAPSLO would not be able to offer all of the programs that it does to provide families and individuals support on their path to self-sufficiency. Every day, there are more than a thousand homeless individuals and families that do not have the resources to support themselves with a warm meal or shelter. 40 Prado Homeless Services provides not only 3 meals a day and beds for 100 people, but access to services such as case management, health services, as well as helping them to connect to other service providers in the area. We thank you for your willingness to support the community by donating your time to serve meals, interact with participants and help this program run smoothly.

### **40 Prado Front Desk Volunteer Opportunity**

Are you a friendly, outgoing individual who has compassion and empathy for those in life's difficult situations and whose desire is to offer a warm smile and assistance to the participants? The Front Desk is the busy hub of the 40 Prado Homeless Service Center and as a Front Desk Volunteer, you are the face and the front lines of 40 Prado.

Front Desk Volunteer tasks include:

- Checking in participants.
- Phone calls – Answering calls, taking and relaying messages for staff and participants.
- Assist participants with making outbound calls.
- Receive and distribute incoming mail to participants and staff.
- Receive donations and provide In-Kind Donation receipts.
- Distributing personal care items

Other general duties associated with this position are answering participant questions, assisting participants with signing up for a locker, signing up to use the computer in the study lounge and dog kennel sign-up. Other duties associated with this position may vary from day to day.

Shift times are daily 7:30am – 11:30am and 11:30am-3:30pm.

#### **40 Prado Breakfast Server**

Help us provide a health start to the participants' day. Breakfast servers should be reliable and ready to help upon arrival.

Breakfast server tasks include:

- Arrive at 7:30am, sign in, and begin set up (make coffee, retrieve supplies, prepare and set out breakfast foods).
- Responsible for checking expiration/best by dates, use food that is closest to its expiration date first.
- Responsible for making sure the participants set up the tables in the dining room.
- Responsible for checking that each participant provides a breakfast ticket before being served.
- Responsible for monitoring breakfast items and replenishing as needed.
- Responsible for notifying staff when breakfast foods or supplies are needed for the next day.

Shift time is daily 7:45am to approximately 9:15 - 9:30am.

#### **40 Prado Dinner Server**

Help us provide a healthy, satisfying meal to the participants. Seeking reliable and helpful dinner servers who are eager to help upon arrival.

Dinner server tasks include:

- Arrive at 4:45pm to check in and finish setting up to serve the evening meal to families first and then the general population.
- Responsible for setting up food to be served, keeping aware of the portion sizes given by staff.
- Responsible for making sure extra meals are not wasted, and properly saved for those who would like seconds or who are arriving late.
- Responsible for working with staff to ensure an efficient serving experience for all.
- Ask staff if there are any "saver meals" for participants arriving late (1st check).

Shifts are Monday through Thursday 4:45pm-7:00pm.

#### **Clothing Closet at 40 Prado**

Do you have an interest in clothing/fashion? Days and shift times are Monday 1-3pm and Wednesday 3-6pm.

Clothing closet volunteer tasks include:

- Set up tables outside prior to opening.
- This opportunity assists participants with shopping the closet for needed items of clothing or coordinating an interview outfit.
- Organizing new donations to the closet.
- Logging each item that is taken when the closet is open in order to track what is in stock and what needs to be replenished.
- Will notify the Volunteer Coordinator of needed items so this can be communicated to the Committee Lead to secure the needed items.
- Put all tables and bins back inside closet, lock closet and return key to a shelter staff.

#### **40 Prado Breakfast Provider**

Breakfast Providers will provide a warm breakfast to approximately 100+ people from 7:30am to 9:30am at 40 Prado.

CAPSLO's 40 Prado Homeless Services Program is seeking breakfast donations from community members or groups. Meals should be hot, ready-to-serve items such as pancakes, eggs, oatmeal, etc. Volunteers who prepare meals are welcome to stay and serve breakfast to participants, but it is not a requirement of meal preparation and donation.

Generous donors like you are the key to this program's success.

#### **40 Prado Dinner Providers**

An average of 110 people per night are provided dinner at 40 Prado. Dinner is served nightly between 5pm-7pm. We depend largely on the support of the community to help feed this vulnerable population each night.

CAPSLO's 40 Prado Homeless Services Program is seeking meal donations from community members or groups who can provide a hot, ready-to-serve meal or donation of items to prepare for the evening meal such as sandwiches, hot dogs, hamburgers, etc. We have some helpful meal tips for groups of this size that I would be happy to forward to you. Volunteers who prepare meals are welcome to stay and serve dinner to participants, but it is not a requirement of meal preparation and donation.

Generous donors like you are the key to this program's success.

#### **Dinner Prep Volunteer**

Help the kitchen prepare for dinner for over 100! This position will work closely with the kitchen supervisor doing various tasks such as dicing, mixing, peeling, etc. in order to prepare for the dinner meal. Closed toed, non slip shoes are a must and hair longer than shoulder length must be pulled back in a ponytail. Kitchen experience is a plus but not mandatory.

Shifts are Monday through Thursday 2pm to 4pm.