



# Sarah's Circle

Helping Women Rebuild Their Lives

## Kitchen Support Volunteer

This volunteer position is responsible for supporting Sarah's Circle staff members during meal service in the Daytime Support Center or Interim Housing programs. The kitchen support volunteers should be willing to complete a variety of tasks to assist staff in preparing, serving, and cleaning up the meal. This role provides key programmatic support and directly facilitates the empowerment of women who are facing homelessness or in need of a safe space.

Volunteers are critical to Sarah's Circle's operations. Kitchen support volunteers serve the mission of Sarah's Circle by encouraging women to empower themselves by rebuilding both emotionally and physically, realizing their unique potential. They help expand the resources and services available to the women we serve beyond the limits of the budget. Volunteers also gain a deeper knowledge of the work of the organization and the women served, often becoming our best advocates in the community. Sarah's Circle volunteers help women rebuild their lives.

## **Responsibilities include:**

- Assist Sarah's Circle staff during meal preparation
- Assemble materials needed for meal service
- Assist with setting up before and cleaning up after the meal
- Engage with clients in a group setting
- Oversee sign-in sheets to track meal distribution
- Foster a positive and professional environment during meal service
- Help maintain an engaging and inclusive atmosphere

## **Qualification/Skills**

- Adequate food preparation skills
- Organization and logistical skills
- Ability to carry ten pounds
- Ability to multi-task in a fast-paced environment

## **Requirements**

- Attend orientation training session
- Kitchen experience preferred
- Agree to Sarah's Circle's Volunteer Guidelines
- Understand and uphold Sarah's Circle's Volunteer Policies

**Time Commitment:** For 2 hours, weekly. Daytime Center volunteers needed Monday through Friday during business hours; Interim Housing volunteers needed during business hours, evenings, and weekends. Minimum 3 months required.