

Abundant Table, Inc. Volunteer Policies and Procedures

In order for Abundant Table, Inc. to operate in an efficient, well organized manner, we ask that you adhere to the following policies and procedures while you are volunteering. Failure to comply may result in dismissal from the volunteer team.

Our Mission: Our mission is to provide healthy, hearty meals and compassionate camaraderie to each of our many guests. The Abundant Table, Inc. recognizes and affirms the essential need for nutrition as well as social connection; a partnership that creates soundness both in body and spirit.

Respect and Confidentiality: Respect is at the crux of our Abundant Table, Inc. work. We expect that you will be respectful of the physical grounds (kitchen, dining room, parking lot, bathrooms, etc.). Additionally, it is of paramount importance that you be respectful of our guests and your fellow volunteers. Given the sensitivities associated with this type of service, we ask that you maintain confidentiality with regards to guest attendance. Furthermore, the delivery route is privileged information and names, addresses, phone numbers should never be shared or distributed.

Volunteer Qualifications:

Kitchen: Volunteers must be 12 years or older to serve in the kitchen. Volunteers must wear gloves at all times in the kitchen when preparing food.

Dining room: Young people 12 or younger must be accompanied by a parent or group lead. Gloves are to be worn when bagging bread goods and setting the tables with utensils/napkins; but volunteers DO NOT wear gloves in the dining room when serving meals in the dining room.

Overall: Volunteers must have a sincere care for people and want to make a difference under the auspices of the Abundant Table, Inc. mission. A willingness to work hard, get dirty and pitch in wherever needed is expected. The ideal volunteer is self-motivated, mature, sensitive, dependable, and a team player. We ask individual volunteers to consider bringing in items for the pantry: non-perishable food items or cleaning supplies.

Groups: **Should you be 12 years old or older, and you are coming with a group, it is the expectation that your group “own” the night.** This means working with our team to select a menu, shop for the dinner, cook the food and serve. Supervision and guidance will be readily available so you are not “doing this alone”, but we ask that groups take on this responsibility when volunteering with us. To see what evenings are available to provide a meal please refer to our website: www.abundant-table.org and look under the “Upcoming Meals” tab. From there, please contact Aislynn at aislynn.rodeghiero@mac.com with your availability.

Requirements:

New volunteers are asked to engage in a brief time of orientation with one of the seasoned volunteers. During this time, we will walk through kitchen/dining room roles and responsibilities as well as overall volunteer expectations.

Volunteers are not to be on their cell phones during their shift. Should you be texting or spending too much time on your phone, we will ask you to leave. We ask that volunteers engage whenever possible with the guests, and take a seat next to them to make conversation while they are eating. These types of personal relationships are central to our mission, and make us different from other meal programs. Standing around is not acceptable and should that be how you choose to spend your volunteer hours, your time sheet will not be authorized (should you be volunteering for credit).

Community service hours are given at Abundant Table. Volunteers must participate in 100% accordance with these guidelines in order to have the confirmation sheet signed and authorized.

Time commitment and scheduling:

Please review the website (www.abundant-table.org) and click the Wednesday/Friday tab. Please notify Aislynn at aislynn.rodeghiero@mac with dates you would like to volunteer.

Dinner is served between 5:30-6:30. We ask volunteers to arrive between 4:00pm and 4:15pm. The evening typically concludes by 6:45pm-7:00pm once all cleaning is complete.

Logistics:

Please access our site through the Winter Street entrance. Park in the large parking lot. To access the kitchen, please use the door near the handicap ramp at the side of the building. Should you have questions, please email Aislynn or call: 978.501.1264.

Volunteer feedback:

Abundant Table, Inc. strongly encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission to the community. We are committed to continuous improvement, so please feel comfortable sharing your feedback.