

CHURCH OF THE HOLY APOSTLES
HOLY APOSTLES SOUP KITCHEN
Volunteer Position Description

Date: June 2018

Job Title: Soup Kitchen Volunteer

Department: Holy Apostles Soup Kitchen

Manager: Volunteer Manager

Job Status: Open

Job Purpose:

This is a position in hospitality. Soup kitchen volunteers are given job assignments and work in partnership with Holy Apostles Soup Kitchen staff and volunteer coordinators. Soup Kitchen volunteers help with the logistics of feeding food insecure and homeless individuals' weekdays, between the hours of 9:30am to 1:00pm.

Job Responsibilities:

Soup kitchen volunteers are assigned various tasks, including, but not limited to:

Greeter	Ticket Taker	Food Line	Runner (replenish food line)	Beverage Table
Trays Station	Bussing Tables	Extra Bread Table	Social Services	Door Monitors

Each soup kitchen volunteer is vital to ensuring guests view Holy Apostles Soup Kitchen as a welcoming and safe place to have a meal with friends and family.

Qualifications and Job Requirements:

- Volunteer experience (Holy Apostles Soup Kitchen volunteers preferred)
- Ability to volunteer weekdays from 9:30am to 1pm. Volunteers are needed in inclement weather and on holiday's that fall on a weekday
- Most jobs require the ability to stand for two-hours. Some jobs require light lifting
- Wear closed-toe, low heel shoes with rubber soles to prevent slips and falls
- Strong customer service skills and the ability to work with a variety of personalities
- Must be reliable, responsible, professional and non-judgmental
- Adhere to policies and procedures of the Volunteer Program

Supervisory Responsibilities:

This position has no supervisory responsibility

Benefits:

- Daily light breakfast and lunch
- Monthly Volunteer Appreciation Breakfast
- Annual Volunteer Holiday Party
- National Volunteer Week Celebration

To Apply:

- **Send cover letter and resume to rjoyce@holyapostlesnyc.org**