



VOLUNTEERING GENERAL INFORMATION

TO ALL VOLUNTEERS

We are thankful you have chosen to spend your time with us here at The Table. We ask that you treat our clients and fellow volunteers with respect and dignity. We cannot emphasize enough how much we rely on all our volunteers to accomplish what we do. We thank you for all your past help and look forward to continuing to work with you in the future. Below are the opportunities and ways to get involved.

- Social Media assistance
- Preparing deserts or other food items to be served
- Identifying donation sources
- Picking up and sorting donations
- Research and Grant Writing
- Cooking, serving, and / or cleaning up at the Table (kitchen and dining room)

COOKING AND SERVING

A broad spectrum of [community groups](#) take responsibility for cooking and serving on a different weekday of the month. They prepare about 150-200 meals and serve from 3:00pm to 4:45pm every weekday. The volunteering time varies by group and depending on the complexity of the menu. The beginning time varies by each group, but requires that the food be ready to serve at least 100 meals in the first 30 minutes. If you only wish to assist with serving & cleanup, then please show up at about 2:45pm. In both cases, we are normally done by 5:15pm.

If you are a group that would like to serve, please let us know, as there are openings for “Guest Groups” that can organize, purchase, prepare, serve and / or cleanup almost any weekday.

If you would like to volunteer and assist an [existing group](#), please email volunteering@napatable.org

VOLUNTEER AND GUEST RIGHTS

Each volunteer and client has the right to be treated with dignity and respect in a safe environment. For volunteers, this means being aware of your value to us and having your experience here be a positive one. For our clients, this means being respected for who they are and not being judged by their present circumstances. All who abide by these few basic rules are welcome. The people who come to eat at The Table have the right to dignity and respect, good, nutritional food, a clean, safe place and a meal without harassment or proselytizing.

RULES

The Table policy does not tolerate Violence, sexual harassment, or discrimination of any kind. Should a problem occur in or around the building, please refrain from becoming directly involved if possible, and immediately notify the Person In Charge. Giving money directly to clients is prohibited. Please leave purses and other valuables locked offsite if possible.

Insurance requires all volunteers to be at least 18 years old. Our Board has had lengthy discussions regarding this and believes that it is critical to have youth involved in giving and serving at an early age. As a possibility, preparing deserts or other food items to be served at The Table is an alternative.

There is a dress code required for preparing and service food as per statues. All clothing must be clean and in good repair with no suggestive pictures, or sexually provocative clothing.

You agree to follow proper food handling practices and directions from the Person In Charge.

Respect everyone with love and compassion.

Do not use tobacco products, alcoholic or illegal drugs.

Do not engage in or promote the use of obscene language, dangerous behavior, sexual, illicit or illegal activity.

Do not have in your possession or use fireworks, firearms, knives or any other dangerous items.

VIOLENCE PREVENTION

Given the increasing violence in society in general, we would like to make the following suggestions to our volunteers when dealing with violence as the environment can change quickly and can sometimes be volatile.

NEVER PUT YOURSELF IN DANGER

- Report all threats of violence, both direct and indirect, as soon as possible to the Person In Charge and / or Church Staff immediately. Be specific as possible.
- Report all suspicious individuals or activities to the Person In Charge as soon as possible. Again, be as specific as possible.
- If you hear a violent commotion near your work area, do not try to intervene or see what is happening. Leave your work area, find the Person In Charge immediately, and report the situation.
- Cooperate fully with The Table & Church staff, law enforcement, and medical personnel that respond to a call for help.

PERSONAL HYGIENE / HEALTH DEPARTMENT STANDARDS

Please remember to wash your hands before you start working and wash often while working. Use designated hand washing sinks.

If you are feeling sick (cold, flu, etc.), please contact the Person In Charge and stay home. If you need to blow your nose while working, please remember to wash your hands and only use disposable tissues (no handkerchiefs). We depend on you, so please contact us if you are unable to volunteer as scheduled.

You are in good health with no known transmittable conditions, such as Flu, Tuberculosis, or other contiguous disease. You are not known to be infected with a communicable disease that is transmissible through food (Hepatitis A, E.Coli, Shigella, and Salmonella).

VOLUNTEER LIABILITY

Several years ago, the California legislature recognized that many public-minded individuals hesitate to volunteer their time for fear of personal liability. Consequently, in 1992, they passed the Volunteer Services Act ("Good Samaritan"). In summary, it states in part that:

Any volunteer shall be immune from civil liability in any action based on any act or omission of a volunteer resulting in damage or injury if:

- The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties... and
- The damage or injury was not caused by willful and wanton misconduct by such volunteer.

(Please refer to CA. Chapter 497 of the revised statutes, 1989 amended 1992, c. 34 for further information on this legislation) or <http://nslegislature.ca/legc/statutes/volnteer.htm>

Thank you for being part of the community helping community and your support!