



VOLUNTEER POSITION DESCRIPTION

JOB TYPE: Household Services

POSITION: Meal Coordinator

DESCRIPTION: In keeping with the PCH commitment of service and hospitality to our guests and their loved ones, it is our goal to serve a community meal several times a week. This allows our guests and their loved ones to enjoy a home cooked meal without leaving the House. The volunteer Meal Coordinator will communicate with volunteer Meal Providers to schedule meals to be delivered and served or prepared in the PCH kitchen and served.

COMMITMENT: A weekly or regularly-scheduled time commitment for a minimum duration of 4 months is preferred. The minimum volunteer age is 18.

KEY TASKS

The volunteer Meal Coordinator will:

- Strive to uphold a loving, respectful, warm and compassionate home environment where our guests and their loved ones are our highest priority.
- Perform tasks and responsibilities in a manner consistent with the PCH mission and policies.
- Recruit and organize volunteer Meal Providers, which may include individuals, families, restaurants, businesses, churches, etc.
- Schedule several weekly meals (breakfast, lunch or dinner) and communicate/coordinate needs with the volunteer Meal Providers.
- Help serve meals and clean up afterwards.
- Assist with the preparation of food needed for special meal events and holidays such as Thanksgiving and Christmas.
- Assist guests and their families as needed.

KEY ATTRIBUTES AND SKILLS

- Commitment to the mission of *Porta Caeli House*
- Completion of PCH Volunteer Orientation and Training
- Commitment to serve our guests, their loved ones and other visitors to PCH
- Understand, sign and comply with PCH Volunteer Liability Release, Confidentiality Agreement and Media Policy and Release
- Willingness and ability to independently undertake all necessary tasks
- Professional appearance, conduct and communication skills
- Reliability
- Flexibility, if asked to fill-in or reschedule

While performing the duties of this position, the volunteer is regularly required to sit, stand, walk, stoop and/or kneel. The volunteer must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.