



**Sarah's Circle**  
Ending Homelessness for Women

## **Kitchen Support Volunteer**

This volunteer position is responsible for supporting Sarah's Circle's food program in the Daytime Support Center or Interim Housing program. The kitchen support volunteers should be willing to complete a variety of tasks to assist staff in cooking, serving, and cleaning up hot meals as well as preparing sack lunches. 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 helping expand the resources and services available to the women we serve beyond budgetary limits. 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 end homelessness for women.

### **Responsibilities include:**

- Assist Sarah's Circle staff during meal preparation
- Occasionally assemble and store sack lunches
- 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**

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

### **Requirements**

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

**Time Commitment:** For 2 – 4 hours most needed on a weekly basis. Daytime Center volunteers needed Monday through Friday 9:00 am – 1:00 pm; Interim Housing volunteers needed 3:30 pm – 6:30 pm during weekdays. Minimum 3 months required.