



Date: 2.13.13

Volunteer Job Description Form

Organization/Department: FeedMore Inc.

Project Name: Community Kitchen Assistants.

Project Description: The Kitchen prepares 250-275 sandwiches every day for our Meals on Wheels clients as part of their supper meals and volunteers will help create them. In addition, volunteers will count, bag and label fresh fruit for children in our Kids Café program (the nation’s largest after school program. The FoodBank serves hot, evening meals to over 1500 children in the Kids Café program every day) sandwiches have been prepped.

Volunteer Duties: - see above -

Skills Required: Ability to follow direction, ability to work independently, reliability.

Dress code: Closed non-skid shoes, t-shirt and long pants/jeans. Bring along a baseball cap for use. We will provide you with aprons and food service gloves.

Work Site Location: Community Kitchen, 1415 Rhoadmiller St, Richmond, VA 23220.

* Start Date:		* End Date:	
<u>Days</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Mondays	7:30am	11:30am	2
Tuesdays	7:30am	11:30am	2
Wednesdays	7:30am	11:30am	2
Thursdays	7:30am	11:30am	2
Fridays	7:30am	11:30am	2
Saturdays	X	X	
Sundays	X	X	

Contact Person: Sarah Dovel, Volunteer Coordinator, Community Kitchen.

Please call /email and confirm with Sarah prior to your shift so she can provide you with additional details.

Contact Phone: 804.237.8601

E-mail: sdovel@feedmore.org

RETURN THIS FORM TO:
JENNIFER SWINSON
NEIGHBOR-TO-NEIGHBOR
701 NORTH 25TH STREET, 2ND FLOOR
RICHMOND, VA 23223
OFFICE: 804.646.6612 / FAX: 804.646.5145

If additional information is required, please use the opposite side of this form.

EMAIL: JENNIFER.SWINSON@RICHMONDGOV.COM

Thank You!

If additional information is required, please use the opposite side of this form.