



## Our Lady of Guadalupe Volunteer Opportunity

<p><b>Position Title</b> - A specific, descriptive title provides the volunteer with a sense of identity and ensures that salaried staff and other volunteers understand this particular role. Steer away from descriptions that have to do with the presence or lack of pay. For example, why call the receptionist a "volunteer" receptionist? You don't say "paid" receptionist for a staff member.</p>	<p><b>Pastry Pickup, Transport, Delivery and Storage Person for Hospitality Sunday and Food Distribution Ministry</b></p>
<p><b>Work Location</b> - Where will the individual be working? Can the work be done at home or only on site, or at a particular site? Make sure that there is public transportation near your work site/s so you can recruit people who might not have their own transportation.</p>	<p><b>Pastry is picked up from approximately four locations, ranging geographically from Larkfield to Windsor. Pastry is then transported to Furth Center, delivered to the kitchen and stored in walk-in refrigerator. While public transportation is available near most of the sites, the use of bus service to perform this job is probably not functional. Because of the bulk of materials transported, and the variables of weather, an automobile is probably necessary.</b></p>
<p><b>Purpose of the Position</b> - How will the volunteer's work affect the project's outcome, clients, or mission? It is important to identify the expected impact for both direct service and administrative assignments so that volunteers will understand how important their work is.</p>	<p><b>This person is part of a team that utilizes "day old" pastry/bakery products that might otherwise be discarded. The team uses the pastries in OLG's "Hospitality Sunday" and then distributes any remainder to food-insecure people following Sunday Mass. Each member of the team performs their assigned task and may occasionally need to help in an allied area if the team requires additional assistance.</b></p>
<p><b>Responsibilities and Duties</b> - Specifically identify the volunteer position's responsibilities and duties. Define what is expected from the volunteer.</p>	<p><b>Approximately one to four times per month, the volunteer will drive to each of approximately four Starbucks Coffee Shops and collect "Pastry Donations" from the shop. The volunteer needs to bring plastic collection bins, plastic gloves and other items to properly store and transport the pastries. The pastries then need to be taken to Furth Center kitchen and stored in the walk-in refrigerator. Following storage in the refrigerator, the volunteer reports to the Church Office the number of pastries collected from each of the sites. If there are stale, broken, contaminated or otherwise unusable pastries, the volunteer must discard these in a proper manner.</b></p>



<p><b>Qualifications</b> - It pays to be very clear and concrete in listing qualifications for any volunteer position. Include education, personal characteristics, skills, abilities and/or experience required.</p>	<p><b>Requires a valid CA Drivers License, an automobile, valid automobile insurance, ability to safely drive to approximately five locations, collect, sort, carry, transport, deliver and store the pastries while observing proper sanitation and health practices. Patience and polite demeanor are required as we are receiving a donation from the pastry providers and we are representing Our Lady of Guadalupe Church. The volunteer should be properly groomed, be able to communicate with other workers whose primary language is English, and should be able to carry a bin of pastries that may weigh one to ten pounds. The volunteer needs to be able to adapt to changing conditions both at the collection and storage sites, and needs to be able to decide on how best to respond to the conditions that may change. It is also expected that the volunteer will communicate ideas, problems and suggestions to the other volunteers in order to optimize our processes.</b></p>
<p><b>Commitment Expected</b> - What do you expect of the volunteer? Include Length of service, hours per week, hours per day. Include any special requirements such as weekend work.</p>	<p><b>A one year commitment to the program is expected. Initial schedule for pickup will be one to five fixed weekdays each month, and possibly a few other days throughout the year to cover absence by other volunteers. Total time required on a given day is approximately two hours.</b></p>
<p><b>Training</b> - List what training the volunteer will receive. Include general training that all positions receive plus any position-specific training for this assignment.</p>	<p><b>Most of the volunteers have begun collections without any training, but it might be desirable for the new volunteer to accompany a current volunteer on the initial round of collection, transport, delivery and storage.</b></p>
<p><b>Other</b> - Include the date the description was written or the date that it was updated. List the volunteer supervisor's name and his/her contact information. Include information about how to get more information and who to call if interested. You might want to include signature lines for the volunteer manager and the site supervisor if appropriate.</p>	<p><b>Contact Bill Dixon, 837-9306 or Nancy Carrey 526-4476. Bill Dixon will train, take the volunteer's photo and provide an ID badge. Position is open for immediate start.</b></p> <p><b>Revision 1: 7/13/2015</b></p> <p><b>Revision 2: 6/11/2016</b></p>



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