



## Supper Club Volunteer

**Direct Supervisor:** Program Supervisor

**Position Function:** To relieve staff and allow them to spend more time working with the clients in care.

**Experience:** *Must have a food handler's card if cooking any of the meal.*

**Specific Functions:** To bring in a meal, set up the meal, serve meal to clients, and/or assist with childcare needs, as needed, depending on specific ACH program needs. Volunteers must wear gloves while serving or handling food. Volunteers may stay to eat and visit with the clients, if appropriate, and may also lead games, crafts, and/or other activities with clients.

**Environment:** Indoors, in program common area at either Wichita or Wedgewood campus. May also include outdoor activities with kiddos.

**Screening:** If volunteering 2 or more times within 90 days: detailed screening process, including background check, drug test, sex offender registry check and TB skin test, references and interview. Maintain confidentiality and follow policies and procedures related to ACH standards.

If serving less than 2 or more times within 90 days: volunteer form only. Screening is not required.

**Confidentiality:** *Always maintain client confidentiality (no pictures that would reveal a child's identity) and follow policies related to volunteer, personnel, and client records, even after service has ended.*

**Key Expectations/Responsibilities:**

- Must have good interpersonal and communication skills
- Must attend an orientation and training
- Requires sensitivity to the service population's cultural and socioeconomic characteristics.
- If cooking, must present a food handler's card in advance.
- Adhere to all ACH policies and procedures.



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*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the volunteer a general sense of the responsibilities and expectations of his/her role. As the nature of business demands change so, too, may the essential functions of this volunteer role.*

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**Volunteer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Dates Reviewed/Updated: 01/2019**