

## **All Volunteers Must Register:**

All info and links below are on our website: https://stvinnysbistro.org/get-involved/

**Meal Shift Volunteer Times** – Breakfast from 6:30am to 8:30am; Lunch from 11am to 1pm, Dinner from 4:30pm to 6:30pm. We have openings seven days a week.

We allow up to 8 volunteers / meal shift. Individuals can schedule any opening or volunteer with any Team.

**Team Leader** – A volunteer who coordinates a team of five to eight volunteers to serve a meal shift. Responsibilities include scheduling, coordinating your Team, coordinating kitchen tasks, and assisting our Chefs.

**Team Member** – A volunteer who welcomes and serves meals to our homeless guests. Responsibilities include supporting our chefs and kitchen staff with light meal prep, serving meals, and clean up.

## Here are the basic steps:

- 1. All volunteers must register online: <a href="https://volunteer.stvinnysbistro.org/registration/">https://volunteer.stvinnysbistro.org/registration/</a>
- 2. Select a Team Leader to register a Team or register as an individual volunteer.
- 3. Team Leaders will create a Team name and invite other registrants to be part of the Team.
- 4. IT IS UP TO YOU to schedule your meal shift through the online portal! Scheduling is on a first-choice basis.
- 5. To schedule a meal shift, login to your account: <a href="https://volunteer.stvinnysbistro.org/login">https://volunteer.stvinnysbistro.org/login</a> Go to your Dashboard, select "Full Schedule." Click on a calendar date and follow the instructions.
- 6. You can schedule 1 day per month or 1 day each quarter? Scheduling is done by logging in and clicking on a future date under "Full Schedule."
- 7. After scheduling a meal shift, you will receive an email with a link to obtain a map and volunteer instructions.

Please refer to our website for more details. Many Blessings!

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StVinnysBistro.org

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