

The Community Kitchen Inc. (TCK)
Code of Ethics & Guidelines For Volunteers

CODE OF ETHICS

Dependability & Punctuality

You have accepted a Volunteer job and have agreed to serve a certain amount of time. TCK, our Guests, other Volunteers and Staff RELY on your commitment to show up and be on time. Please call with as much notice as possible to reschedule when there are conflicts.

Respect & Fairness

Be sympathetic and respectful to everyone who steps through our doors. Show friendly interest yet avoid familiarity. Refrain from gossip and controversial subjects.

Accept Supervision

TCK Staff, Line Leaders and some veteran Volunteers have been trained and know what is expected from them. They will guide you through the Volunteer experience.

Team Player

Please perform your assigned tasks to the best of your ability and carry your share of the load.

Confidentiality

Many people use TCK to help them get by; please be discreet with those you meet or help at TCK.

FOOD DISTRIBUTION, PREPARATION, SERVING & CLEAN-UP

Food Preparation Monday-Friday, 12:00-5:00pm

Servers expected to arrive at 4:30pm and stay through Clean-up, 7:30 or completed; tasks may vary

Meals served 5:00-6:30

1. You should make every effort to show up, be on time and complete your shift.

Should you need to leave/step away from your assigned task/work area, notify Department Supervisor as soon as possible.

2. NO HEELS/OPEN-TOED SHOES - NO TANK TOPS/SLEEVELESS SHIRTS – LEGS MUST BE FULLY COVERED.

Health codes & ServSafe rules dictate proper attire when working with food. You will not be allowed to work if not appropriately dressed to work; and you will be sent home.

3. Check in with Volunteer Coordinator – TCK must know who is in our building!

4. Check in with Chef/Night Supervisor or Department Manager/Supervisor.

5. Sign-In Procedure: On Sign-in Sheet, clearly print full name and group/ organization. Sign out apron and hat; obtain apron and hat with assistance of Department Supervisor. Aprons and hats are required at all times when serving or handling food in Hot Meals and Pantry Programs as well as Special Events.

6. Wash hands and put on gloves. Remember, ALWAYS WEAR GLOVES and change them often. Wash hands and put on new gloves after leaving your station/work area, when changing tasks, after touching hair, returning from restroom, break/eating, sneezing/coughing, cell phones, etc. REMEMBER to remove your aprons before using restrooms.

7. Ask Chef/Night Supervisor or Department Manager/Supervisor/Line leader for assigned tasks.

8. Respect and be courteous, polite and friendly to Guests, Volunteers and Staff.

9. Arguing, fighting, abusive/vulgar behavior/language will not be tolerated.

10. When using sharp knives, it is recommended you use cutting gloves. Do NOT leave knives unattended.

11. Volunteers will not enter unauthorized and/or restricted areas.

12. Be aware of your surroundings; there's always something to be done. Ask what needs to be done and be willing to do it.

13. Do not eat or drink while in the kitchen, serving line or distribution line. Do so when you go on break.

14. Sign-out and return your apron and hat at the end of your shift (with assistance of Department Supervisor).

15. TCK does not discriminate on the basis of race, religion, national origin, gender, age, sexual orientation, disabilities/chronic illness. Any abuse of this policy will not be tolerated.

I have read the above Volunteer Guidelines & Code of Ethics and understand them. I agree to work within the said Guidelines & Code at all times while working for The Community Kitchen.

Name: _____

Date: _____

Supervisor: _____

Date: _____