



SENIORS' RESOURCE CENTER

ADRS (Adult Day and Respite Service) Breakfast Hostess Volunteer Position Description

Date: Start August 22, 2011

Staff Contact/ Supervisor: Judith Baker

Position Location: *New ADRS Wheat Ridge Site/ 3227 Chase Street/ Wheat Ridge, CO*

Position Title: ADRS Breakfast Hostess

Position Overview:

- This volunteer position would offer a warm welcome and serve breakfast to all adult day participants

Key Responsibilities:

- Greeting and talking with participants as time permits; making the interaction a good beginning to the day
- Make and a serve a simple breakfast for all adult day participants
- Collect dirty dishes and breakfast supplies and put them away

Impact

- Will help to make the participants feel welcome and valuable
- Participants will see a smiling, warm face

Required Training

- SRC Volunteer Orientation
- Information on working with various senior and special needs populations
- OSHA/ HIPPA
- Food service training/ sanitation
- Healthy meal guidelines
- Understand dietary lists/ special requests
- Familiar with participants names

Support Provided

- Staff will always be available
- Will be given, clear, information on dietary needs and special requests for each participant

Qualifications Sought:

- Pleasant personality
- Must enjoy socializing
- Ability to stand for long periods of time
- Must be able to lift/ handle trays with dishes
- Follow health care guidelines in food service

Benefits to Volunteer:

- Opportunity to build relationships with participants and staff
- Knowledge you are helping ADRS and individual participants have a more efficient and enjoyable breakfast time

Time Commitment (hours per week): Monday – Friday
7:30-9:30 a.m.

Length of time (short or long term): ongoing

Number of Volunteers needed for the position: 1-5

