



## Volunteer Position Description

**Position Title:** Front of House Volunteer – Gather55

**Description:** Volunteer will assist the Gather55 staff with daily food processes, greeting guests, serving coffee, taking and delivering food orders.

**Purpose:** To ensure the smooth operation of Gather55, a pay-what-you-can community gathering spot by assisting Gather55 staff with tasks in order to provide healthy meals to our community.

**Location:** Hands On Hartford 55 Bartholomew Avenue, Hartford, CT

### Key Responsibilities:

- Greet customers.
- Take orders from customers.
- Set up hot and cold beverages.
- Serve and manage complementary coffee and cold beverage of the day.
- Explain menu items.
- Seat customers.
- Clean, sanitize, bus, and set tables.
- Maintain coffee station.
- Set up and clean up stations.
- Provide additional services as needed.

**Reports to:** During volunteer shift: Café Manager

For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Coordinator

**Time Commitment:** Shifts are Monday through Thursday 7:30am-10:30am, 8:00am – 10:00am, 10:00AM-1:00pm, 12:00pm-3:00pm

For volunteer scheduling, please contact: Community Engagement Program Coordinator: Chelsey Logan, [clogan@handsonhartford.org](mailto:clogan@handsonhartford.org), 860-706-1522

If at any time you are not able to cover your scheduled shift email:

1. Community Engagement Program Manager: Geoff Luxenberg  
[gLuxenberg@handsonhartford.org](mailto:gLuxenberg@handsonhartford.org), 860-706-1507
2. Shared Kitchen and Café Manager: Molly Reynolds  
[mreynolds@handsonhartford.org](mailto:mreynolds@handsonhartford.org), 860-706-1537

**Dress Code:** This position requires volunteers to be on their feet so comfortable, closed toed shoes are required. Casual but appropriate in a professional setting.

Required to wear a hair net (we provide) or baseball cap.

### Desired Attributes

- “Roll up your sleeves mentality”
- Comfortable working with a diverse population
- Able to work in a busy atmosphere

- Enjoys cooking and spending time in a kitchen setting.
- Ability to follow ServSafe food handling protocols and instructions provided by Community Meals staff.
- Able to lift up to 30 pounds.

**For more information, please contact Community Engagement Program Coordinator: Chelsey Logan, [clogan@handsonhartford.org](mailto:clogan@handsonhartford.org), 860-706-1522**

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