



## **COMMUNITY MEAL VOLUNTEER**

Hope Ministries provides free meals to our residents, and in addition, free lunch and dinner every day of the year to those in our community in need. We have not missed a meal since first opening in 1954! Before Covid, these meals were served out of our Dining Room in the Hope building. Since the Spring of 2020 meals have been prepared in our kitchen and then delivered to an off-site location at the corner of Monroe and Main streets in South Bend. Our lunch and dinner guests will pick up a meal and find indoor seating within the building formerly known as the Salvation Army Thrift Store. We are now able to use volunteers to help with meal distribution at this off-site location. Duties will include welcoming and engaging guests as desired by guest, serving prepacked meals, and cleaning up when closing.

### **What to expect when serving a meal at Hope Ministries off site location:**

- 1. Make sure that you are free from illness when serving a meal for Hope.** If you are not feeling well, be sure to cancel and we can reschedule you to serve another day. This is important to keep everyone as healthy as possible.
- 2.** The off-site feeding location address is **506 S Main St, South Bend, 46601**. Street parking is available on S. Main St or Monroe St.
- 3.** Please come through the Main St. door with the red awning and introduce yourselves to our staff.
- 4.** You will be asked to **sign in** when you arrive, and don't forget to **sign out** when you leave.
- 5.** Dress comfortably, but conservatively. Jeans, T-shirts and tennis shoes are appropriate for most volunteer activities. **Shoes must have closed toes, shirts must have sleeves, and do not wear shorts.** You will also be required to wear a mask while you are on location. In agreement with the Health Department, we must strictly enforce these regulations.
- 6.** Be aware that this environment may not be suitable for young children. We ask that volunteers be 11 years or older and accompanied by an adult if a minor.
- 7.** If serving **lunch**, we ask that you arrive between **11:15- 11:30am**. You will finish by 12:30. If serving **dinner**, we ask that you arrive between **6:15-6:30**. You will finish by 7:30.
- 8. Scheduling** will be posted monthly. We will not be able to add anyone to the calendar once it is posted for the month. You may contact Alison SilverRaven the Volunteer Coordinator at [aslverraven@hopesb.org](mailto:aslverraven@hopesb.org) to be placed on the schedule. Please email if you are unable to keep your scheduled meal.

To make your service at Hope Ministries as fruitful and enjoyable as possible, we ask that you limit the size of your group **to 3-5 individuals**. Due to our small staff of part time employees, groups larger than 5 add unnecessary burden and hinders required staff attention for our guests. Please adhere to this request. Thank you.

### **Additional Guidelines and Recommendations**

- 1.** Do not give rides or money to guests.
- 2.** Do not take pictures of the guests without their permission. If permission is granted, we ask that the photos remain only for your personal use. Please do not publicize photos in newsletters, papers, or online. However, feel free to take pictures of your group or pictures of the facility to use as you wish. We would love to be included in social media posts of your group during your time with us.
- 3.** Please be sure to report any inappropriate behavior or anything that causes you to feel uncomfortable to staff.
- 4.** Unless you made prior arrangements when scheduling your visit, do not bring food or snacks for our residents. We do, however, always appreciate your non-perishable food donations for our kitchen.
- 5.** Have a great time! Volunteers are a tremendous blessing to Hope Ministries and to the individuals we are called to serve.

**We would ask that all group leaders please review these guidelines with each group member before arriving and that they be responsible for group members strictly adhering to these guidelines.**

**Thank you for choosing to serve at Hope Ministries!**