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| **Job Title:** | Food Program Volunteer  |
| **Purpose:** | The purpose of this position is to provide shelter residents with cooked meals as needed and to assist the shelter support staff person with other tasks around the shelter such as pantry and kitchen organization.  |
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| **Location:** | The Food Program volunteer will work at the shelter address. Location will be disclosed upon successful completion of required training and background check.  |
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| **Key Responsibilities:**  | The Food Program Volunteer:1. Prepares occasional meals for all adults and children in shelter
2. Utilizes donated food as much as possible to create meals as outlined by our Food Program Coordinator
3. Maintains a clean and orderly shelter kitchen space while preparing meals
4. Assists with clean-up of prepared meals when possible
5. Maintains any written documentation as outlined by EVE staff
6. Other duties as assigned
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| **Reports to:** | Shelter Support Staff  |
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| **Time Commitment:** | Volunteers can schedule for weekly, biweekly, or monthly basis.  |
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| **Qualifications:** | The most important characteristics for our volunteers include empathy and kindness. It is also important volunteers understand the importance of confidentiality, and that they are willing to work respectfully with EVE staff. Some lifting may be required, but volunteers can opt out of tasks they do not feel physically capable of doing.  |
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| **Age Requirement:** | People over the age of 18 are welcome to volunteer. People between the ages of 15 and 18 are welcome to volunteer with a parent or guardian.  |
| **Dress Code:** | We ask that volunteers wear casual attire. Please remember that you are still showing up to a work environment where interaction with clients and/or the general public is expected, so exercise common sense discretion in your clothing choices! Please make sure to wear close-toed shoes, as these are required for safety and hygiene reasons. |

For more information about Internship Opportunities: Please contact EVE’s Volunteer Coordinator, Kaylee Brookman-Singer at kbsinger@eveinc.org or 517-372-5976 ext. 111. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Volunteer Coordinator, P.O. Box 14149 Lansing, MI 48901.