

Volunteer Handbook  
“Community Cafe”  
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## Volunteer Handbook for Community Café

### 1. COMMUNITY CAFÉ OVERVIEW

The mission of Community Cafe is to provide nutritious meals and social exchange to neighbors in need in a safe and friendly environment. We host a weekly event to serve prepared meals with compassion, dignity, and respect. We serve in the spirit of social justice and charity,

without regard to race, creed, age, gender, sexual orientation, disability, or religion.

Schedule: Weekly on Sunday, starting at 5:30 pm. Volunteers arrive prior to start time to prepare the meal and the dining hall. See “Event Timeline” on page 7.

#### Community Café Operations:

Community Cafe		
Steering Committee	Event Crews	Meal Planning
Six members  New election each April	Crew lists maintained by the Volunteer Coordinator - about 20 volunteers per crew  Great opportunities for all to get involved	A function of the Steering Committee, with inputs from interested volunteers
		Food Acquisition
		A function of St. Vincent de Paul

#### Community Café Policies:

<ul style="list-style-type: none"> <li>• Guests dine at the Community Café without receiving a sermon or being requested to join in prayer or other religious activity.</li> </ul>
<ul style="list-style-type: none"> <li>• All on-site volunteers are briefed in security measures* and may never operate outside those measures. Guest, volunteer and facility security are of the utmost importance and will not be compromised.</li> </ul>
<ul style="list-style-type: none"> <li>• Guests are invited to dine, without regard to race, creed, age, gender, sexual orientation, disability, or religion.</li> </ul>
<ul style="list-style-type: none"> <li>• Guests do not have to reside in any particular zip code areas. If they show up for a meal, they are welcome to dine at the Community Café.</li> </ul>
<ul style="list-style-type: none"> <li>• Guest comments on improving the Community Café are carefully considered by the Steering Committee.</li> </ul>
<ul style="list-style-type: none"> <li>• Volunteer comments on improving the Community Café experience for volunteers and guests are carefully considered by the Steering Committee.</li> </ul>

\* Please see the Security Briefing in Section 13.

## 2. BEHIND THE SCENES

### Steering Committee

The Community Café Steering Committee provides the oversight needed to ensure that the Community Café is operated in accordance with the Project Plan that was approved by stakeholders on December 6, 2008. The Committee addresses operational issues as they arise, evaluates the success of events and the comments by volunteers and guests, revises the Project Plan as needed for continuous improvement, coordinates Plan changes, and provides periodic reports to the project sponsor.

The Steering Committee includes a Chair and Secretary to facilitate and record the meetings, which are held on an “as-needed” basis. In addition, members bring their special talents to address needed functions/roles, which may include:

- Volunteer Coordination (required)
- Training Coordination (required)
- St. Anthony Staff Liaison (required)
- Kitchen Liaison
- Communications Specialist
- Other Organizations Liaison

### Meal Planning

The Steering Committee plans the meals, with suggestions and help from kitchen volunteers and others.

Each quarter the Steering Committee determines a standard rotation of five or six meals. Chosen meals will take into consideration:

- Season of the year (warm weather meals vs. cold weather meals).
- Cost.
- Ease of preparation.
- Ease of cleanup.
- Appeal to guests.
- Kitchen rules (e.g., no deep frying).

The Steering Committee assigns a standard meal for each Sunday in the upcoming quarter. The Steering Committee also assigns a crew for each Sunday. The Chief Chef for a crew may elect to prepare the standard meal that is assigned or prepare a specialty (what the Chef likes to cook) or a “surprise” (a meal based on food available in the Community Café pantry storage). If the Chef elects to prepare a meal other than the standard meal, the Chef must notify the Steering Committee in advance (two weeks) so needed ingredients may be purchased.

If you are interested in helping the Steering Committee identify standard rotation meals, please contact the Volunteer Coordinator. See “Contacts” on page 19.

### Food Acquisition Team

The Food Acquisition Team is a St. Vincent de Paul Tigard Conference (SVDT) function, a natural extension of the SVDT food pantry activities. The meetings, volunteer selection, food and supplies acquisition procedures, and training are determined by SVDT. For information on volunteering to help acquire the food and supplies needed by the Community Café or arranging for donation of items, contact the SVDT representative on the Steering Committee. See “Contacts” on page 19.

## Volunteer Handbook for Community Café

### 3. EVENTS AND ROLES

Each Sunday, a meal event unfolds, starting about 3 pm (depending on food preparation time needed), when the Event Captain and Chefs get started, until 7:30 pm, when the Event Captain and Peacekeepers check the facility and lock up. Guests eat dinner starting at 5:30 pm.

Approximately 15 volunteers are needed each week. If you are interested in helping,

please contact the Volunteer Coordinator, email [CommunityCafe@stanthonytigard.org](mailto:CommunityCafe@stanthonytigard.org) or visit, <https://www.edline.net/pages/StAnthonyTigard/Parish/CommunityCafe>, for additional information.

You may volunteer to perform one or more of the jobs listed below. Your name will be kept in a database and provided to the Steering Committee and each Event Captain.

Job Name	Job Description	Minimum
Event Captain	The Event Captain is responsible for communicating with crew members, supervising the event, briefing and assigning the crew to specific tasks, ensuring that all tasks are completed and that all security measures are followed, and reporting event results.	1 (only)
Peacekeepers (Greeters)	The Peacekeepers greet guests as they arrive and assess if anyone coming in poses a security or safety threat. The Peacekeepers observe all activities, calm potential trouble situations, implement security measures and determine if police need to be contacted.	2
Chief Chef	The Chief Chef is the boss of the kitchen, making all real-time meal decisions and instructing the Assistant Chefs on how they are to help.	1 (only)
Assistant Chefs	The Assistant Chefs perform tasks as assigned by the Chief Chef and clean all kitchen equipment after use.	1
Servers	Servers help bring dining room service items from the storage location, set up the tables, and put place mats and salt and pepper dispensers on the tables. They clean up the dining room at event end (clear service items from tables, wash items that will be stored and used again, return tables to their stored locations, sweep the floor, and make sure the dining room looks as good as or better than it did to begin with). They clean the carts and wash kitchen items.  For the meal service, the Event Captain assigns each server to a table or to a hot dish cart. The Table Servers help seat guests and bring food and beverages to the table for each guest. The Hot Dish Cart Servers dish up the food onto plates, which they hand to the Table Servers.	9
Beverage Boss	The Beverage Boss maintains the flow of beverages by checking beverage availability and replenishing beverage containers (e.g., coffee pots) as needed.	1
Assistant (Runner)	The Assistant (possibly a student) helps the Event Captain throughout the event by running messages across the dining room. He is the “legs” of the Event Captain to let crew members know of tasks that need attention.	1 - optional

#### **4. HOW DO YOU GET PICKED FOR AN EVENT?**

The Steering Committee has selected Event Captains and developed crew lists for each Event Captain. Your name gets on one or more crew lists after you submit a Volunteer Information form. If you indicated you want to serve often, you may be assigned to more than one crew.

Each quarter, the Steering Committee publishes the dates upon which each crew will serve. The Event Captain for your crew will contact you, via email or phone, one to two weeks ahead of your scheduled event. If you have a schedule conflict, just let your Event Captain know. You will remain on the crew and participate the next time around.

The crew lists and dates are posted at the St. Anthony website (<http://satigard.org/ministry/st-vincent-de-paul/>). When updated lists have been posted, a note will be posted at the Community Café page on FaceBook. If you have signed on to FaceBook, you will be able to see all the postings about Community Café events. FaceBook provides all volunteers with a means to inform and encourage one another and direct attention to the St. Anthony website when new information is available. To access the Community Café FaceBook page, type “St. Anthony Tigard Oregon Community Café” in the search box.

If you have volunteered but have not been contacted to serve, please contact the Volunteer Coordinator. See “Contacts” on page 19.

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### 5. EVENT TIMELINE

The table below provides the sequence and timing of volunteer activities during an event.

What Happens/When		2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30			
1.	Chief Chef, Assistant Chefs, and Event Captain, arrive between 2:30 and 4:30, depending on food preparation time needed.	—————																							
2.	Assistant Chefs start heating the hot dish carts (4:30).									◆															
3.	Servers and Beverage Boss arrive and get Event Captain's instructions/assignments for retrieval from storage, setup, and serving (5:00).											◆													
4.	Peacekeepers arrive, get station assignments and walkie talkies from the Event Captain (5:00).											◆													
5.	Servers and Beverage Boss retrieve dining room items from storage and setup the dining room (5:00 - 5:30).											—————													
6.	Event Captain gathers crew for moment of silence or prayer (5:15).												◆												
7.	Servers who have been assigned to do so, slice the dessert items and place items on dessert plates at the dessert table (5:15).												◆												
8.	Assistant Chefs bring food from kitchen and place it into the hot dish carts (5:15).												◆												
9.	Guests arrive and are greeted, served, conversed with (5:30 to 6:45).													—————											
10.	Event Captain thanks the chefs and releases them from duty (6:45).																			◆					
11.	Event Captain asks the hot dish cart servers to empty the hot dish carts by preparing to-go boxes (6:45).																			◆					
12.	Event Captain instructs Servers and Beverage Boss on their cleanup and return of items to storage duties (7:00).																				◆				

What Happens/When		2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30
13.	Event Captain thanks Servers and Beverage Boss and releases them from duty (as cleanup is completed, about 7:30).																					◆
14.	Event Captain and Peacekeepers make a security sweep and then lock up (about 7:30).																					◆

## Volunteer Handbook for Community Café

### 6. EVENT CAPTAIN

#### Before Event Day

- Contact your crew members, via email or phone, of the upcoming event to confirm their availability. Give them plenty of advance notice, at least one week; two weeks is better.
- If some of the Servers are unable to participate on that date, you will not need to find substitutes because there will be sufficient crew members. If more than half of your Servers are unavailable, contact the Volunteer Coordinator.
- If any Chef or Peacekeeper is not available, contact the Volunteer Coordinator.
- Remind the Chefs of the meal identified for the event. Event crew dates and associated meals during the quarter are posted at the Community Café website.
- Determine if the Chief Chef wants to prepare the standard meal for the event date or prepare either a “specialty” or “surprise.” If preparing something other than the standard meal, ask the Chief Chef to notify the St. Vincent de Paul representative of needed ingredients.
- Contact the Chief Chef and Assistant Chefs to agree on the time on event day to meet on-site, considering the time needed to move food and items from storage and time needed to prepare the food.
- Confirm with the Steering Committee Chairperson or another committee member, that the needed food, supplies, and equipment are available in the appropriate storage location.

#### On Event Day

- Arrive on-site, enter the kitchen using the key code. (Note: The Event Captains sign for receipt of the key code. Their registration for the code remains in effect for one year. At least once per year, the

key code is changed. Event Captains with key code authorization will be given the new code by the Steering Committee Chair.)

- Enter the hallway and ensure all the classroom doors are locked.
- Meet the Chief Chef and Assistant Chefs and help them roll the hot dish carts out of the kitchen to make room.
- Ask the Assistant Chefs to start the hot dish carts at the appropriate time. (See “Event Timeline” on page 5.)
- Ask arriving volunteers to sign the *Event Volunteer Sign-in Roster*. Ensure all needed roles are present.
- Describe the dining room setup and instruct volunteers where to find the service items and place mats. Ask the Servers to set up the dining room.
- Meet with the Peacekeepers and assign roles: 1 hall monitor with a clicker counter to count all guests and the number of them that are children; 1 dining room monitor.

#### Suggestions for directing volunteers:

- Team of two to set up 3 tables (paperwork, beverages, desserts)
- Team of two to roll out and set up 6 cafeteria tables
- One to get folding chairs for behind tables and in the hall
- One to get all beverage items from storage
- One to get placemats and salt/pepper containers from storage and set each table
- One to get the 3 Community Café signs and place them
- One to get high chairs (2) from storage
- One to get walkie talkies, clicker counter, and box of paperwork from storage
- One to get service items (plastic tote of plates, napkins, silverware) from storage
- One to ask early guests if they would like apple juice, lemonade, or water

- Gather the volunteers to confirm assignments, describe how guests are served (greeted, seated, and asked for beverage and salad dressing choices, later offered seconds, dessert, and to-go boxes), and lead the volunteer group in prayer or ask another to lead the prayer.
- Ask the server assigned to the dessert table to slice the dessert items and place dessert plates on the dessert table.
- Announce to the chefs that it is time to bring the prepared food out to the hot dish carts. Ask the Beverage Boss to set out the beverages.

#### During the Event

- Monitor all activities in the dining room and kitchen. Request volunteers to assist where attention is needed. Ask the Assistant, if there is one, to help deliver requests to volunteers throughout the dining room.
- If there are any serious incidents (e.g., injury, crime, property damage) during the event, fill out the Incident Report form provided by SVDT.
- Ensure the Table Servers do the following: thank the guests as they get up to leave; invite the guests to take food home if there is food available; and invite the guests to write out survey cards if they wish to and have not already done so.

#### At the End of the Event

- Thank the chefs for their service, invite them to take leftover portions, and release them from duty. Ask them to fill out survey cards if they wish to upon leaving.
- Ask the Servers and Beverage Boss to clean up the dining room, the hot dish cart

pans, and any kitchen items not cleaned during the food preparation.

- Ask two of the Servers to transfer items from the dining room and kitchen to the storage location and another Server to mop the dining room floor.
- When all cleanup activities have been performed, ask all volunteers to turn in survey cards, both from guests and from volunteers. (Note: Survey cards are optional, at the discretion of the Event Captain or used when a guest or volunteer indicates a wish to make a recommendation.)
- Thank all volunteers and release them to go, except for the Peacekeepers.
- Complete an *Event Evaluation Form* and place all forms in the forms box for return to storage.
- Assess the dining room and kitchen cleanup. Correct any deficiencies. (Make sure kitchen sinks are free of grease.)
- Lock the door through which the guests entered. With the Peacekeepers, do a security sweep of the kitchen, dining room, hallway, and restrooms.
- Store signs and forms box.
- Check that no exit doors have been propped open.
- Exit the building with the Peacekeepers, checking that the kitchen doors are closed and the main door into the building is locked.

#### Important Reminders:

- Have someone pick up the three signs at event end.
- Make sure the clicker counter is put away.
- The kitchen window must be closed and locked.
- The kitchen fan and A/C must be turned off.
- The dining room big fan must be switched off.

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### The Day Following the Event

- Contact the Steering Committee Chair or other Committee member if an issue or situation needing attention arose during the event.
- Post the number of guests (total), children, and volunteers at the Community Café FaceBook page or provide those numbers to the Steering Committee Chair, who will post the numbers.
- Consider posting affirmations to thank and encourage crew members.

### Required Training

- Security Briefing (See paragraph 13)
-

## 7. PEACEKEEPER

- Arrive at 5 pm – Leave at approximately 7:30 pm.
- Sign the Volunteer Sign-in roster.
- Meet with the Event Captain for assignments and security briefing.
- Test the walkie-talkies to ensure Peacekeepers can communicate with each other at all times.
- Greet guests as they arrive and assess if anyone coming in poses a security or safety threat.
- Observe all activities; calm potential trouble situations; implement security measures; decide if and when police are to be contacted.
- One Peacekeeper is assigned as Hall Monitor. He remains at the barricade to dissuade guests from breaching the barricade and to observe guests leaving and re-entering the dining room.
- The Hall Monitor counts guests as they arrive by using a tally count device (clicker). Two counts are kept: total guests and number of guests who are children.
- One Peacekeeper remains in the dining room to maintain order and safety (and keep everyone off the stage).
- After all guests and volunteers have left, the Event Captain and Peacekeepers make

a security sweep throughout the dining room and make sure that the storage unit and school building are secured and locked.

Special note about Peacekeepers: The Steering Committee levies a special responsibility upon Peacekeepers, that of keeping children safe. Peacekeepers are expected to remain vigilant in assessing any danger posed to children who are guests or volunteers. Peacekeepers are expected to act proactively to mitigate dangers and avert any possible threat. Peacekeepers are reminded that underage guests and youngsters at the Community Café in volunteer service with their parent or guardian should be observed as they move around the dining room, halls, and restrooms. We expect parents to supervise their children and to have taken actions to warn their children of “stranger danger.” However, many levels of protection are desired to protect the precious. Event Captains will remind Peacekeepers of their special duty to the young, and Peacekeepers will faithfully strive to ensure the safety of our children.

### Required Training

- Conflict Resolution Training
- Security Briefing (See paragraph 13)
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## Volunteer Handbook for Community Café

### 8. CHEFS

- Arrive at an agreed upon time between 2:30 pm and 4:30 pm, depending on estimated food preparation time – Leave at approximately 6:45 pm.
- Sign the Volunteer Sign-in roster.
- Move the hot dish carts from the kitchen to the cafeteria to free up room in the kitchen.
- Put away any stacked trays and kitchen items left out to dry (from previous church activities).
- Help the Event Captain move the kitchen supplies and food from the storage location to the kitchen.
- At 4:30, the Assistant Chefs fill the hot dish cart pans with water to the indicated water line and turn the cart knobs for heating.
- The Chief Chef prepares the meal and directs the Assistant Chefs to help in food preparation and cleanup of kitchen equipment as meal completion progresses.
- The Assistant Chefs place the meal items in the hot dish carts in the dining room at about 5:15 pm.
- The Chief Chef and Assistant Chefs remain in the kitchen during the event for cleanup and to prepare any additional servings.
- The Event Captain informs the Chief Chef if the contingency food plan is needed (an emergency supply of food available in the storage location in case more guests arrive than planned for). If the easy-to-prepare food is needed, the Chief Chef and Assistant Chefs move the food from the storage location to the kitchen and prepare the additional meals.
- Items used to prepare the food are left out to dry after being washed.
- The Chief Chef and Assistant Chefs may leave upon release by the Event Captain (about 6:45 pm.) The chefs may fill out volunteer survey cards to provide their feedback for the Steering Committee.

#### Required Training

- St. Anthony School Kitchen Orientation
- Food Handler (Certificate) Training (One person at each event must have a certificate.)
- Security Briefing (See paragraph 13)
-

## 9. SERVERS

- Arrive at 5 pm – Leave around 7:30 pm.
- Sign the Volunteer Sign-in roster.
- Meet with the Event Captain for assignments.
- Set up tables and chairs
- Set the tables with placemats and salt and pepper dispensers. (Note: Trays will not be used. Napkins and plastic ware will not be placed at the tables in advance, but brought for each guest with the meal and beverage.)
- Prepare dessert plates and set them out on the dessert table.

All Servers are in the dining hall at 5:30. The Event Captain has assigned each Server to a table, to the hot dish carts, or to the dessert table.

### Table Servers

- Help guests find seating as they enter the dining room. Provide napkins and flatware to each guest after they're seated, ask guests their beverage choice, and bring the selected beverages to the table.
- Bring each guest a plate of food.
- Replenish guests' drinks as necessary. Offer second helpings of food.
- After guests are served, please get a plate of food and sit with your table to eat and converse with guests.

- Bring desserts to guests when they've finished their meal.
- When guests are done eating, ask them to fill out guest survey cards if they would like to, collect and turn in to the Event Captain.
- Thank guests.

### Hot Dish Cart Servers

- At 6:30, prepare take-home containers for any leftovers.

### All Servers

- In accordance with assignments given by the Event Captain: clean the dining room (tables, placemats, floor); stage items for transport back to storage; put tables in event-end configuration (see paragraph 12); return dining room supplies to storage area; clean pans and other items in the kitchen, leaving them out on paper covered counters to dry; and perform any other cleanup tasks prior to the security sweep by the Event Captain and Peacekeepers.
- Please fill out a volunteer survey card.
- You may leave upon release by the Event Captain, around 7:30 pm.

### Required Training

- Security Briefing (See paragraph 13)
-

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### 10. BEVERAGE BOSS

- Arrive at 5 pm – Leave at approximately 7:30 pm.
- Sign the Volunteer Sign-in roster.
- Help the Servers move the dining room supplies from the storage location to the dining room; set up the tables with placemats and salt and pepper dispensers.
- At 5:15, set out the beverages.
- Maintain the flow of beverages by checking beverage availability and replenishing beverage containers (e.g., coffee pots) as needed.
- Please fill out a volunteer survey card.
- You may leave when released by the Event Captain, about 7:30 pm.

#### Required Training

- Security Briefing (See paragraph 13)
-

## 11. ASSISTANT

- Arrive at 5 pm – Leave at approximately 7:30 pm.
- Sign the Volunteer Sign-in roster.
- Meet with the Event Captain for assignments and security briefing.
- Help the Servers move the dining room supplies from the storage location to the dining room; set up the tables with placemats and salt and pepper dispensers.
- Help the Event Captain throughout the event by running messages across the dining room. Let crew members know of tasks the Event Captain indicates need attention.
- Please fill out a volunteer survey card.
- Collect the guest and volunteer survey cards and give to Event Captain.
- Perform assigned cleanup tasks prior to the security sweep by the Event Captain and Peacekeepers.

### Required Training

- Security Briefing (See paragraph 13)

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## 12. KITCHEN, DINING HALL, PARKING LOT

### St. Anthony Kitchen Rules

- Kitchen is off-limits to everyone except the chefs when the meal is being prepared.
- No deep-frying.
- All non-disposable items must be washed, rinsed and left on rack to air-dry.
- Instructions for washing and rinsing are posted on the wall over the sinks.
- Hot water is limited; use cold water for filling coffee pots, steam trays, etc. so that there will be sufficient hot water to wash pots, pans and utensils.
- Use food and disposable supplies provided by and for the Community Café only. Many other groups use the kitchen and we must not use their supplies at any time.
- Put all serving carts back to where they were when you arrived.
- If you open the window, please be sure it is closed and locked when you leave.

### Dining Hall Rules

- Please do not use school lunch trays (we are modeling a restaurant, not a cafeteria – and used trays must be washed).

### Parking Lot Rules

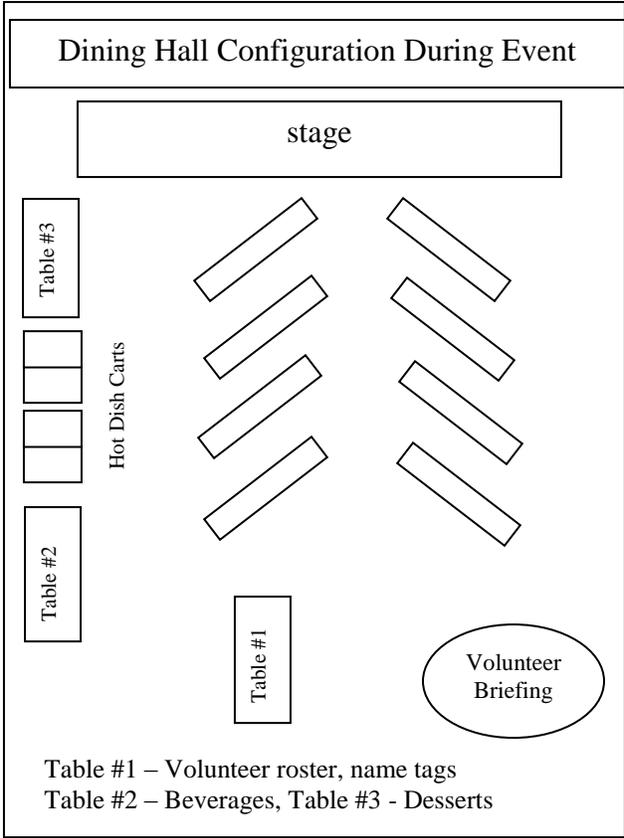
- Volunteers should park away from the red canopy so guests have room to park near the cafeteria main door.

### Configuration Notes

- A row of folding chairs (at least six) is set up in the hall for guests who come early and are waiting for service to begin.
- At least two high chairs are brought into the dining hall.

### Volunteers' Personal Belongings

- Secure personal items (e.g., coats, purses, cell phones) in the kitchen.
- Note that this is the only exception to the rule against non-chefs being in the kitchen.



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### 13. SECURITY BRIEFING

#	Security Measure	Notes
1.	The Event Captain will have the entry code to the school.	The code for entry into the school will change each July. The Business Manager will notify the Chair of the Steering Committee with the new code number. The Chair will be responsible for notifying the appropriate Event Captains of the new code.
2.	The Event Captain is the first on site on event day and the last to leave.	The Event Captain is the decision-maker at the event.
3.	Upon entering the school, the Event Captain will ensure that all classroom doors are locked and a barricade is established just west of the cafeteria door to prevent access to unauthorized portions of the facility.	Guests and volunteers cannot enter any room in the facility other than the cafeteria, kitchen, and designated restrooms.
4.	All guests are admitted into the facility through the front door. Any guest needing wheelchair access will be escorted by a peacekeeper through the side door where a handicap ramp is available.	The ramp door and all other exterior doors remain locked so as to prevent entry into the school from any other door.
5.	A barricade is placed at the west end of the hallway that is in front of the dining room.	Guest movement is restricted to the dining room, the hallway in front of the dining room doors, and the restrooms at the east end of the hall. No access to the restrooms at the west end of the hall is allowed.
6.	The two Peacekeepers shall keep in close communication with each other.	As the Hall Monitor must remain at his post, the other Peacekeeper may be summoned quickly.
7.	Peacekeepers bring their cell phones to the event and have the phone number for Tigard Police available (programmed in).	The 9-1-1 service is only accessed in an emergency. Police are contacted at the discretion of the Peacekeepers. Other crew members are encouraged to have cell phones with them in case of any emergency.
8.	One Peacekeeper is assigned as Hall Monitor. He remains at the barricade to dissuade guests from breaching the barricade and to observe guests leaving and re-entering the dining room.	The Hall Monitor remains in place to observe the number and descriptions of anyone crossing the barricade.
9.	One Peacekeeper remains in the dining room to maintain order and safety.	The dining room Peacekeeper maintains watch over guest behavior to anticipate and diffuse problems.
10.	After all guests have left, the Event Captain and Peacekeepers make a security sweep throughout the facility, checking that kitchen doors are shut and no exit doors have been propped open.	The sweep is made to ensure no guests or volunteers remain in the restrooms, halls, stage, or any other area of the facility and all doors are locked. The sweep is also made to look for additional trash or signs of vandalism.

#### **14. SPECIAL REQUIREMENTS**

Background checks and participation in “Called to Protect” training, although not currently tracked, are a positive step for all volunteers. Many at St. Anthony are already

checked and trained because of participation in other parish services. Training is encouraged.

To arrange for “Called to Protect” training, contact the Volunteer Coordinator. See “Contacts” on page 19.

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### 15. CONTACTS

Volunteers may contact any of the Steering Committee members to ask questions or report concerns or problems.

#### Chairperson



Steve Kemp: kempsteve@yahoo.com

#### St. Vincent de Paul Tigard Conference (SVDT) Representatives



Dick Bailey: 503-309-2121 cell; Bailey052739@comcast.net



Tom Bohan: 503-260-7191 cell; tombohan@comcast.net

#### Food Acquisition Manager



Diane Bohan: dianebohan@comcast.net

#### Secretary/Volunteer Coordinator



Ami Redfern: 503-358-3764; ami.redfern@standard.com