

THANK YOU FOR YOUR TIME! WE ARE VERY HAPPY THAT YOU VOLUNTEER!

El Caldito Soup Kitchen Orientation Information / Waiver for Volunteers

999 West Amador
Las Cruces, NM 88005
575-525-3831



Our mission at El Caldito is to provide a healthy meal daily, in a safe and clean environment, for any hungry person. We do this without regard to race, color, religion, gender, handicap, national origin, age, or veteran status.

Tasks: Volunteers assist with food preparation, meal service and clean up. All tasks are assigned and supervised by the crew chief. El Caldito adheres to food handling regulations of the New Mexico Environment Department.

The Crew Chief will over-see meal preparation and service, direction of volunteers and the orchestration of clean up.

The Kitchen Manager over-sees the duties of Community Service Workers who are referred to El Caldito by the courts. The manager will appropriately assign, supervise and maintain all court-required records, as well as report problems to the authorities. Manager has final say over all kitchen operations.

Attire: El Caldito dress code is very important to ensure the safety of our volunteers and to preserve the quality of the food.

- Hair nets are provided. Hair that is cut to the neck must wear a hairnet or a cap that is firmly on the head (example: ball cap, chef's hat). Hair below the neck must be tied back. No dangling earrings can be worn.
- Pants are preferred. NO cut-offs, short-shorts, low-cut tops or revealing attire are allowed.
- Shirt sleeves must cover any bruises or open cuts.
- Shoes must be clean, closed-toed and non-slip. **No open-toed shoes** such as sandals and flip-flops are allowed.
- Aprons are worn at all times to protect from spillage and staining your personal attire.
- Gloves are worn at all times and changed when moving to another station, after working with meat or eggs, or when they become contaminated.

Age: Volunteers generally need to be 15 years of or older. Crew Chief's discretion can be used with underage volunteers.

Time: Volunteer shifts are typically **8am-1:30pm**. Please sign in and out to document the number of hours volunteered. Volunteers who come in for shorter shifts are still very much valued. We know you are donating part of your day to El Caldito and we appreciate you!

- Hands must be washed before starting and after every task and after returning from the restroom.
- All work areas are to be cleaned after each task.
- Personal phone calls are not allowed unless it is an emergency. Phones must be set on vibrate. Please wash hands after use.
- Purses, back-packs and possessions are not to be brought into the kitchen. Please leave valuable items in a locked secure location.
- Brochures, flyers, tracts or printed materials of any sort (political, religious, or "informative") may not be distributed to clients.
- Smoking is strictly prohibited within 50 feet of Caldito. Consumption or possession of alcohol or illegal drugs is forbidden.
- Sexual harassment in any form is not tolerated and anyone engaging in such activity will be permanently expelled.
- Volunteers are welcome to eat lunch during designated break times. Drinks and food are to be consumed in the dining room only and personal drinks cannot be left sitting on the kitchen area.
- El Caldito Soup Kitchen reserves the right to request any volunteer to not return if they do not follow these guidelines.
- All volunteers must have read the orientation form and signed the waiver.

ALL VOLUNTEERS AND CLIENTS MUST BE TREATED WITH RESPECT

Waiver

For El Caldito Soup Kitchen

I, the undersigned, hereby release, indemnify and hold harmless El Caldito Soup Kitchen, its officers, employees, successors, assigns, legal representatives, organizers, sponsors, and supervisors of its activities from any and all claims, causes of actions and liability arising from or in any way connected with my volunteer participation at El Caldito Soup Kitchen. I further understand that I am expressly assuming all risk, including but not limited to all risk injury associated with my volunteer participation at El Caldito Soup Kitchen or activities conducted off-site. I am not considered an employee of El Caldito Soup Kitchen and therefore I am not covered by El Caldito Soup Kitchen Workers' Compensation policy. I further grant permission to El Caldito Soup Kitchen to use, without cost or approval, any photographs, videos or audio taken of me while I am volunteering at El Caldito Soup Kitchen. I acknowledge that I have read and understand this release and am voluntarily executing this release.

Volunteer Name: _____
FIRST NAME LAST NAME (PLEASE PRINT LEGIBLY)

Phone Number: _____

email: (optional) _____

Signature: _____ Date: _____

Please circle how often you would like to volunteer. If you come as part of a regular group, please indicate that group/club or church as well as the day you usually come.

This is just a one-time visit Once a Week Once a Month I am interested in being a substitute only.

Circle days you are available: M TU W TH F SA SU

Community, School or Church Group Name _____

Emergency Contact:

Name: _____
print first name print last name

Relationship to volunteer: _____

Phone Number : _____