



Human Services Programs  
of Carroll County, Inc.

**Position Title:** Shelter Support Volunteer-Cold Weather Shelter Meal Service

**Position Description:** HSP seeks an individual or group of volunteers that is willing to prepare a meal of their choosing for Cold Weather Shelter guests. The volunteer will help our shelter guests are properly nourished and cared for.

**Supervisor:** Clare Kazyak **Supervisor Phone #:**410-386-6667

**Responsibilities:**

- Assist in the preparation of food and drink items and serve them to shelter guests
- Ensure proper set up measures are taken (arrange and set tables, ensure adequate seating, make coffee, etc.)
- Engage guests professionally, courteously and with compassion
- Wear proper safety materials when handling food (gloves, closed-toed shoes, hair in a net or tied back, etc.)
- Document work hours in volunteer sign in book (including time spent buying and preparing food)
- Communicate with supervisor at least 24 hours in advance if unable to keep appointment
- Clean kitchen after meal and return equipment to its place
- Immediately notify supervisor in the event of an accident or emergency situation

**Qualifications:**

- Must be 18 years of age or older
- Comfortable working with at risk and diverse populations
- Able to lift up to 20 lbs unassisted
- Knowledge of the proper handling of electrical and mechanical kitchen equipment
- Able to maintain resident confidentiality at all times

**Hours:** Volunteers are needed to serve meals in the Cold Weather Shelter nightly between November and April. Consult with supervisor for specific days and hours.

**Compensation:** This is an unpaid volunteer opportunity.

**Work Location:** 127 Stoner Ave Westminster, MD 21158 . Not accessible by public transit. Volunteers must have access to reliable transportation.

**Contact:** [volunteers@hspinc.org](mailto:volunteers@hspinc.org)