



Human Services Programs  
of Carroll County, Inc.

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

**Position Description:** HSP seeks an altruistic individual or group that is willing to prepare a meal and spend quality time with our shelter residents. The volunteer will help our shelter residents understand that they are appreciated by members of the community, a key facet of successful reintegration into society.

**Supervisor:** Joanna Waters **Supervisor Phone #:** 410-386-6659

**Responsibilities:**

- Assist in the preparation of food and drink items and serve them to shelter residents
- Coordinate logistics with Volunteer Coordinator or Site Supervisor
- Ensure proper set up measures are taken (arrange and set tables, ensure adequate seating, etc.)
- Engage residents 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
- Communicate with relevant staff member 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 incident with resident

**Qualifications:**

- Must be 18 years of age or older
- Comfortable working with at risk and diverse populations
- Must be willing to undergo criminal background check
- 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:** Flexible daytime hours available Monday-Sunday. Consult with supervisor for specific hours.

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

**Work Location:** HSP operates five shelters in various locations within the city of Westminster, MD. These locations are not accessible by public transit. Volunteers must have access to reliable transportation.

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