



TABLE CAPTAIN POSITION DESCRIPTION (DETAILED)

General Description

The table captain serves as the lead member of the Street Life Ministries food service team for any standard service date, Monday through Thursday, as assigned. As such the table captain has overall authority and responsibility for all volunteers and activities related to food service on site on his or her service date.

The table captain is routinely assisted in performing these duties by properly trained or briefed volunteer servers.

Reports to

The table captain reports to the food service coordinator in matters relating to scheduling and food quality or quantity.

The table captain reports issues relating to volunteer assignment and performance to the volunteer coordinator.

The table captain reports problems relating to customer behavior to the site captain.

Duties and Responsibilities

Lead Volunteer Servers

- Greet and brief servers

- Direct setup and take down

- Supervise service

- Supervise clean up

Ensure efficient table and supplies arrangement

Ensure food handling safety

- Ensure gloves are worn

- Ensure the avoidance of cross contamination

- No reuse of plates or cups

STREET LIFE MINISTRIES



Plates are not given to customers until serving is complete

Prevent customer contact with food, utensils or items on the service line

(remove/replace affected items)

Ensure food in the service area is minimally exposed (Keep covered)

Arrange for and supervise desert and sandwich handout

Ensure service continues until complete

Either: No food remaining

Or: Reasonable time has elapsed with no one being served and time is late enough that no further customers are likely

Supervise take down and clean up

All trash properly disposed of

Leftover food returned to van storage containers

Drink thermos returned to van

Tables cleaned, folded, stowed

Table cloths to soiled cloth container

All utensils, etc. returned to van

Thank and commend volunteers