

# **Denver Rescue Mission**

## **Kitchen Volunteer Scheduling Policy**

Updated 11/19/2007

**Policy Change, Effective Immediately:**

**KV Policy 1:** If an individual is not on the kitchen shift schedule they will not be allowed to volunteer for the kitchen shift.

In an attempt to raise the quality of the kitchen shift volunteer experience we are implementing a policy that will no longer allow for non-scheduled individuals and groups to show up and assist at their leisure. All volunteer individuals and groups **MUST** call in advance and schedule ALL kitchen volunteer opportunities through the Volunteer Department (303) 953-3955.

- **Volunteers not scheduled for a kitchen shift can be utilized in other capacities within our facilities at the discretion of the Volunteer Relations Coordinator(s).**

**KV Policy 2:** If a group brings more volunteers than what they are scheduled to bring, the Denver Rescue Mission facility reserves the right to either not utilize the additional volunteers or to utilize them in capacities not associated with the normal kitchen shift.

In an attempt to further raise the quality of the kitchen shift volunteer experience we are implementing a policy that will no longer allow for groups to bring in more individuals than what their scheduled for. We have set maximum capacities for each kitchen volunteer shifts to insure that there are not too many individuals than what is needed to accomplish the task. Extra volunteers may not be utilized or may be utilized to complete volunteer tasks not associated with the normal kitchen shift.

**KV Policy 3:** Scheduled Volunteers will be given precedence to serve within the “kitchen shift” over additional volunteers brought in by a scheduled group or individual.

In an attempt to again raise the quality of our kitchen shift volunteer opportunities, individuals and groups who are scheduled, and have not exceeded their reserved amount of spots, shall be given precedence to serve within the kitchen shift, over additional/unscheduled individuals who are with a group or are an individual.

**KV Policy 4:** Kitchen Volunteers who are registered, but are late for their shift, may be replaced with non-registered volunteers as needed in order to get required work accomplished during the normal kitchen shift.

In an attempt to reduce the number of individuals and groups who arrive late and do not call to let us know, our Volunteer Relations Coordinators reserve the right to place non-registered volunteers in your place in order to accomplish work required for the normal kitchen shift. If/when you arrive you will have the option to stay during that shift and assist as needed at that facility. The volunteer work offered to you may or may not be in association to the normal kitchen shift that you were originally scheduled for. In extreme cases there may not be work for you to do.

