

## Cleanliness

•Hand washing procedures must be strictly observed.

•1. Use hand washing sink in kitchen area only.

•2. Wash hands and exposed portions of arms with soap and warm water, vigorously rubbing all surfaces of the hands for at least 20 seconds.

•3. Follow with a thorough rinse.

•4. Use a paper towel to dry your hands then turn the water off with the same paper towel.

## Gloves

Glove wearing procedures must be STRICTLY observed!

•Wash your hands after touching or coming in contact with anything that might result in contamination.

•Wash your hands before putting on new gloves.



•Change gloves after touching anything that might result in contamination.

## When to wear gloves:

•When touching food that is ready-to-eat or won't be cooked before eating.

•When sanitizing anything.

## Things to Remember:

•All of these protocols and procedures are in place for health, safety, food service laws and the integrity of the Sonshine Soup Kitchen mission.

•Every day brings new situations so some rules may not be listed here but are just as much in effect as those that are.

•When in doubt, ask a staff member for clarification.



## One More Thing....

•We appreciate your willingness to volunteer at the Sonshine Soup Kitchen.

•We could not fulfill our mission statement without volunteers such as you.

•Thank you for volunteering and we hope your experience is one you'll want to repeat with us.



We love  
our  
volunteers!



# Volunteering at the Sonshine Soup Kitchen

## Sonshine Soup Kitchen

6 Crystal Ave.  
Derry, NH 03038

603-437-2833  
[www.sonshinesoupkitchen.org](http://www.sonshinesoupkitchen.org)



### Always sign in

•For everyone's safety, we need to know who is always on the property.

•We record names, addresses and hours served for community

service, however, you must sign in to keep your log accurate.

•If you are working in the kitchen, please sign in on the Kitchen Sign In sheet. If you are working anywhere else, please sign in on the Office Sign In sheet.

### Dress Appropriately

•Wear clean comfortable clothing and shoes that you aren't afraid to get dirty.

•We provide aprons for those who want to wear one.

•Wear closed-toed shoes with non-slip soles to protect your feet.

•Keep jewelry to a minimum to avoid injury and loss.

•Keep hair up and off the shoulders. Hair ties are provided if needed.

•Long beards must be put into a hair net provided for you.

### Inappropriate Clothing (includes, but is not limited to):

•Overly loose or tight clothing.

•Camis or tank tops.

•Shorts, yoga pants or leggings.

•Pajamas.

•Clothing that exposes any underwear.

•You will be asked to change if you are not dressed appropriately to volunteer with us.

### Valuables

•All valuables, including pocketbooks should be left at home or locked in your car.

•Sonshine Soup Kitchen is not responsible for lost or stolen items.

### Cell Phones

•Must be concealed on your person.

•Must be silenced.

•May not be used in the kitchen.

•If you must take a call, inform the Kitchen Coordinator so she can have someone cover your job.

•Make and take all calls outside of the kitchen.

•We strictly enforce this policy!



### Teamwork—Do Your Part

•Kitchen volunteers are expected to work as a team which includes everyone starting and ending at the same time, from 3pm-6pm.

•Clean up is everyone's responsibility and includes but is not limited to sweeping, vacuuming, mopping, washing dishes, sanitizing and disinfecting, as well as a light cleaning of the bathrooms.

•Volunteering is a commitment you make to your other team members. Don't let them down.



### Age Restrictions

•No child under the age of 18 can volunteer in the Sonshine Soup Kitchen.

•For safety reasons, children under the age of 12 are not allowed in the kitchen. **This restriction is non-negotiable.**