

### 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.

- Aprons are **mandatory** and will be provided for you.

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

- No** jewelry, watches or false eyelashes can be worn in the kitchen. Fake nails of **any** kind must be covered with gloves at all times.

- Hair restraints are required in the kitchen. We will provide hair nets for beards and head hair or you may wear your own clean baseball hat.

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

- Overly loose or tight clothing.

- Camis or tank tops.

- Shorts above the knee, 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 or while serving.

- 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**

- At this time, our volunteers need to be 18 years or older.