



Volunteering at St. Anthony's Padua Dining Room

We appreciate the kind thought that you would like to help St. Anthony's Dining Room in our important mission of providing a hot, nutritious meal to our less fortunate neighbors. We look forward to arranging for something that is meaningful for both parties.

- The Dining Room serves a hot meal to all who come six days a week (Monday through Saturday), 52 weeks a year. However, Saturdays are difficult for us to add additional temporary volunteers as several service groups provide volunteers on a continuing basis.
- Everyone who works at the Dining Room must be at least 16 years of age, able to follow instructions, and be responsible.
- School holidays and breaks, including summer, are good times for students to help.

For Background information, you or members of your group may wish to visit our website at <http://www.paduadiningroom.com/>

The basic tasks volunteers undertake at the Dining Room on a daily basis are:

- **Preparation and serving the daily meal.** From about 08:30 AM to 1:00 PM we work on the daily meal service.

Mornings (starting about 08:30 AM). We do prep work, assisting the cooks, setting up the Dining Room and surplus food we have available. We also do prep work for future meals;

Late Morning (until 1:00 PM). We serve the hot meal of the day and manage the surplus take-away food for the day from 10:50 AM through 1:00 PM, while preparation and support tasks continue.

- **Produce Sorting and Processing**
We receive donations of large amounts of packaged and fresh food, produce, bread etc. All incoming foodstuffs must be inspected, checked for expiration dates, for wholesomeness and for quality. Food must be sorted, separated, put in containers that one person can handle, and placed in storage until needed.
- **Clean-up/ Janitorial**
We wash, clean, and sanitize equipment, empty garbage, separate and process compostable materials, recyclable materials etc. The amount of cleanup for 500 meals a day is large! This work goes on during both preparation and serving activities.

We need at least 5 or 6 additional volunteers over our committed, long-term core group for these activities, for a total of about 20 people each day. Larger groups may help with special projects related to the operation of the Dining Room but not necessarily directly with serving our guests.

Individuals should call the Dining Room, ask for a volunteer coordinator, and indicate they have reviewed this information, are ready to come and volunteer, and tell us which day you would like to come and initially experience service at Padua Dining Room.

St. Anthony's Padua Dining Room

3500 Middlefield Road

Menlo Park, CA 94025

(650) 365-9664

paduadiningroom@gmail.com

www.paduadiningroom.com

THE DINING ROOM LOCATION

St. Anthony's Padua Dining Room is at 3500 Middlefield Road, across from 9th Avenue at the North Fair Oaks / Atherton border.

The Padua Dining Room is in the large gymnasium-like building in the back of the church parking lot. Park close to the large building (toward the left hand side). To the left of the large building is a driveway entrance to the clothing drop-off area. Walk down the driveway and go into either of the two metal doors at the end of the large Dining Room building. Ask for the Head Coordinator.

DRESS

Please wear layers of clothes appropriate for the season, as some task may be outside or in unheated storage areas. Dress in comfortable, loose, and washable clothing. Although aprons are provided, it is advisable to wear clothes that you are willing to risk soiling with food.

Footwear is important. Please wear comfortable footwear that enables you to move with ease over slippery or rough surfaces and that covers your entire foot.

HAIR

People working with food need to wear a cap (you may bring your own "baseball" style hat), or a hair net, which we provide. People with shoulder-length or longer hair should come with it tied back, so that it can be covered easily with a hair net.

HANDWASHING

Please wash your hands often: when beginning work, changing tasks, using the restroom, eating, etc. Disposable latex gloves are provided but they are no substitute for good hand-washing practice.

SECURE STORAGE

We have no place where volunteers can securely lock personnel possessions. Purses, backpacks, water bottles and similar items should not be brought into the Dining Room but locked in your car's trunk before you come to the Dining Room.

MOBILE PHONES

Use of mobile phones while working at the Dining Room is inappropriate and distracting. Please refrain from using them while working at the Dining Room. Several cell phones have been lost around the Dining Room. We have no place for secure storage, so we suggest mobile phones be left in your car if possible, otherwise securely in a pocket.

GROUPS VOLUNTEERING AT THE DINING ROOM

Please note that with a large number of new volunteers, some people may be assigned to other work in direct support of our mission, but not necessarily serving our guests. During serving time we often try rotate small groups of Company/ Group volunteers for shorter shifts to work among our core volunteers, and while others in the group are performing support tasks. Groups may contact Bob Dehn, Group Coordinator, at the Dining Room via email at paduadiningroom@gmail.com or directly at 650.207.7127 to make arrangements.

Organizations which conduct a company "volunteer service day" at St. Anthony's Dining Room may wish to make a monetary donation to help our continuing operation.

CONNECT WITH US ON SOCIAL MEDIA!

Your social media posts and tweets bring much needed awareness & donations to our organization!



Like us on Facebook [@StAnthonysdiningroom](https://www.facebook.com/StAnthonysdiningroom)

Use Hashtags #SoupKitchenMenlo #StAnthonysMenlo



Follow us on Instagram [@StAnthonysMenlo](https://www.instagram.com/StAnthonysMenlo)

Please post pictures of yourself & others volunteering;



Follow us on Twitter [@StAnthonysMenlo](https://twitter.com/StAnthonysMenlo)

Share, Tag Us! Like & Share our posts!

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