

Roles, Responsibilities & Key Volunteers

Role	Responsibilities	Key Volunteer(s)
Coordinator	Oversees ministry; acts as the liaison between PADS/Hesed House staff and OLM volunteers - communicates guidelines, updates & expectations. Ensures efficiency of all teams - adequate volunteers, assignment of tasks, clear and timely communications. Email reminders are sent in advance of the first Tuesday to all volunteers to ascertain who will attend. Ensures there are adequate supplies and ingredients - shops for any shortfall or deficits. Promotes Ministry, conveys information, updates, blurbs, announcements, and opportunities for involvement to new volunteers.	Maybird D'Silva
Menu/Meal Planning	Plans menu/meal each month after thoughtful consideration of season, temperature, traditional holidays, etc. Will provide specific details on ingredients, items, numbers, and quantities needed. Will liaise with the PADS Board team to properly reflect these tabulations. Supervises cooking on first Tuesdays.	Linda Eickhoff Marty Kadziela
PADS Board	Plan, layout, design, execute and display PADS Board after meticulous consideration of all items/quantities needed to be solicited and properly reflected. Works closely with Menu/Meal Planning lead. Board needs to be up on display 2 weekends before the drop-off weekend.	Margaret & Steve Dodd
PADS Drop Off Cart/Cooler	Collect, manage, secure & organize all donated/dropped off items (before all weekend Masses prior to the first Tuesday of the month).	Phyllis Anderson Amy Keppler, Joy Austria, Gloria Mitchell
Inventory Taking	Take inventory of all dropped-off items in the PLC when the 5:30PM Mass begins at the designated "drop-off weekend" to determine quantities, and report any shortfall/deficit to the Coordinator so they may be purchased prior to the Tuesday meal preparation.	Amy Keppler
Bagged Lunch Prep	Collects assemble and bags 100 sack lunches for delivery to Hesed House. Lunch bags must be tagged with information on the type of deli meat, and the date and prepared by OLM Catholic Church. *Can be done in conjunction with the dinner preparation.	Betsy Utterback
OLM Kitchen Dinner Prep	Volunteers help prepare, cook, package, clean up and organize meals for approximately 200-230 guests at the PADS shelter on the first Tuesdays from 10AM to 4PM. Volunteers can switch at 3-hour intervals (2 shifts of 3 hours each). Limit of 8 volunteers per shift.	1st shift: Marty Kadziela, Keith Baur, Jeanne Dail, Rose Rolando, Margaret Dodd, Corey Waldinger, Mark Miller, Sharon Toschak, Siriwan B,

		Chris Riley, Kari Churchill 2nd shift: Nancy Gross, Pat Leatherwood, Mary Nemetz, Jim Jansen, Joe Furrer, Sandy Schnellenberger, Mila Lanuza, Valerie & Bob Kachlik
Driving & Delivery	Transports food/supplies for Family Shelter & Adult Shelter from OLM to Hesed House on the first Tuesday in a timely manner. Leave OLM at 4:30PM. Food must be at the Adult (Men's) Shelter main kitchen at 5PM. Hesed House staff are usually available to help with unloading food/supplies.	KT Arasu Sharon Colin Claudia Molina Ivan Coutinho Joe Furrer
Hesed House Family Shelter	Volunteers help from 5PM - 6:45PM. Collect prepared food transported from OLM to the PADS Main shelter at 5PM. Set up at Family Shelter and serve dinner at 6PM - about 50 guests (women and children). Clean up.	Ivan Coutinho, Mila Lanuza, Steve & Lourdes Cox
Hesed House Adult (Men's & Women's) Shelter	12-15 volunteers help from 5:45PM to 8:45PM, preparing side dishes, and drinks, setting up the food at the serving station, serving guests dinner, dishwashing, and clean-up. New volunteers are required to <u>fill out a basic volunteer profile on the Hesed House system</u> when they arrive at the shelter (this is required for Health Department purposes, as well as volunteer protection in the event of an emergency). All volunteers must wear masks.	Steve Dodd, Julie Wucka, Pete Kinsella, KT Arasu, Maria & Edgar Cuartero, Claudia & Michael Molina, Vincent Otieno, Bernie & Donna Schebler, Joe Furrer, Chris Wetzel, Sharon Smagala, Rita Weinstein, David Alanis, Barbara Hudson, Suzanne & Joel Acierto Back-up: Amy & Mike Keppler, Deacon Phil & Jean Rehmer, Joy Austria
OLM Kitchen Breakfast Prep	Buys, prepares, and packages breakfast at 3AM in the OLM kitchen on the first Wednesday of each month and delivers to Hesed House. Fixed menu: 144 breakfast sandwiches, yogurt, orange juice, coffee, and tea. This group shops independently for their food/supplies.	Len Eickhoff, Marty Kadziela, Greg Sondag, Keith Baur, Joe Furrer, Siriwan B