

ROLE, RESPONSIBILITIES & KEY VOLUNTEERS

Role	Responsibilities	Key Volunteer(s)
Coordinator	<p>Oversees ministry; acts as 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. Convenes planning meetings with the Menu Planning team and PADS Board Layout team to decide on each service day menu. Ensures there are adequate supplies and ingredients - authorizes shopping for any shortfall or deficits. Promotes Ministry, conveys information, updates, blurbs, announcements, opportunities for involvement of new volunteers.</p>	Maybird D'Silva
Menu/Meal Planning	<p>Supervises cooking on PADS service day.. Meets monthly with the Coordinator and PADS Board Layout team to suggest ideas on menu/meal each month. Menu is decided after thoughtful consideration of season, temperature, traditional or national holidays. Collaborates on detailed menu, ingredients needed, quantities, description of items, additional condiments or supplies needed. These tabulations will allow the PADS Board Layout team to properly reflect the "wishlist" items and configure layout on the PADS Board.</p>	Marty Kadziela Linda Eickhoff

<p>PADS Board Layout/Design</p>	<p>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 the Coordinator and Menu/Meal Planning team. Board needs to be up on display 2 weekends before the drop-off weekend. Also tasked to print menu signs for display, lunch tags and make name-tags for volunteers.</p>	<p>Margaret & Steve Dodd</p>
<p>PADS Drop Off Item Sorter</p>	<p>Puts out bins, carts and thank you signs on the PADS board before the Saturday Mass on the drop-off weekend. Collects, manages, secures & organizes all donated/dropped off items (before all weekend Masses prior to first Tuesday of the month). All dropped off items are moved from the bins/cooler and methodically stored away in the freezer, refrigerator or boxes in Room 110 (PLC).</p>	<p>Phyllis Anderson, Gloria Mitchell</p>
<p>Inventory Taker</p>	<p>The inventory taker assists the Coordinator to take inventory of all the items that are collected at the PADS drop-off weekend Masses, to determine quantities, and report any shortfall/deficit. Any shortfall will then be purchased prior to the Tuesday meal preparation. Typically, the inventory taking is done on the Sunday night of the drop-off weekend (usually when the 5.30PM Mass begins).</p>	<p>Amy Keppler</p>
<p>Grocery & Supplies Shopper</p>	<p>Shops for breakfast items and any shortfall in items/condiments/supplies needed to prepare the service day meals, as communicated by the Coordinator after inventory taking is completed. Provides copies of receipts to the Business Manager and Coordinator for proper record keeping.</p>	<p>Len Eickhoff</p>

<p>Dinner Prep at OLM Kitchen (first Tuesday of the month) 10AM - 1PM</p>	<p>Volunteers help prepare, cook, package, clean-up and organize meals for 250 guests at PADS/Hesed House shelter. The menu varies for each month. Volunteers cook main and side dishes, and package them in covered/distinctly labeled foil trays. All hot food is kept in the food warmer prior to being moved for transport to the Family Shelter, Adult Men's Shelter and Adult Women's Shelter at Hesed House.</p>	<p>Marty Kadziela, Keith Baur, Rose Rolando, Kari Churchill, Le Roy, Jeanne Daill, Margaret Dodd, Corey Waldinger, Mark & Amy Miller, Sharon Bailey, Janice Vercillo, Shirley Weller, Gary & Sharon Brooks, Marielle, Sarkan, Jerry Gartner</p>
<p>Bagged Lunch Prep at OLM Kitchen (first Tuesday of the month) 1PM - 4PM</p>	<p>Collects, assembles and bags 120 sack lunches (100 turkey/ham and 20 PB&J) for delivery to Hesed House. Lunch bags include a sandwich, granola bar, an apple/orange, cookies, a bag of chips. All lunch bags are tagged with information on the type of sandwich, date and prepared by OLM Catholic Church. Assembled lunches are then delivered to Hesed House.</p>	<p>Betsy Utterbach (lead) Mary Nemetz, Jim Jansen, Pat Leatherwood, Valerie & Bob Kachlik, Sandy Schnellenberger, Nancy Gross, Mary & John Zeunik, June McHale, Mary Ellyn Witt.</p>
<p>Driving & Delivery</p>	<p>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 (Mens) Shelter main kitchen and Family Shelter at 5PM.</p>	<p>KT Arasu Sharon Colin Ivan Coutinho Joe Furrer Mary Nemetz</p>
<p>Hesed House Family Shelter</p>	<p>4 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.</p>	<p>Ivan Coutinho, Mila Lanuza, Steve & Lourdes Cox</p>

<p>Hesed House Adult (Men's & Women's) Shelter</p>	<p>12-15 volunteers help from 6PM to 8.45PM, organizing dropped off food, preparing side dishes & drinks, setting up food, serving guests dinner, dishwashing, clean-up and minding the shelter store. There are 150 guests at the Adult Men's Shelter and 50 guests at the Adult Women's Shelter.</p> <p>New volunteers are required to fill out a basic volunteer profile on the Hesed House system when you arrive at the shelter (this is required for Health Department purposes, as well as volunteer protection in the event of emergency).</p>	<p>Steve Dodd, Julie Wucka, Pete Kinsella, KT Arasu, Sharon Smagala, Maria & Edgar Cuartero, Bernie & Donna Schebler, Amy & Mike Keppler, Joe Furrer, Chris Wetzel, Suzanne Acierto, Tracy Etheridge, Diana Sanchez, Deb Davis, Lloyd Warber, Luz Silva, John Maul, Benjamin Cyr, Topher Otieno, Joseph (Phu) Nguyen</p>
<p>Breakfast Prep at OLM Kitchen (first Wednesday of the month) 3AM - 5AM</p>	<p>Volunteers help prepare, cook, package, clean-up and organize to transport breakfast to Hesed House. The fixed breakfast menu includes 240 breakfast sandwiches, yogurt, orange juice, coffee, and tea.</p>	<p>Len Eickhoff, Marty Kadziela, Keith Baur, Greg Sondag, Joe Furrer, Siriwan O'Dell, Jack Boyle</p>