

TIME COMMITMENT:

Shelter Cooks must be able to work one shift per week on a Tuesday or Thursday from 4:30pm-7:30pm. A 26-hour New Advocate Training and additional kitchen training is required before client interaction occurs. Ongoing training and support through individual meetings, email correspondence, professional development and volunteer meetings are encouraged. A one year minimum commitment is required for this position.

GENERAL RESPONSIBILITIES:

Shelter Cooks work together to prepare and serve dinner to DAIS clients and families in our shelter kitchen and also help with clean-up. Shelter Cooks must adhere to strict client confidentiality expectations, shelter procedures, and DAIS policies, as well as the agency's Code of Ethics. Shelter Cooks must maintain professional boundaries with all shelter residents.

SPECIFIC RESPONSIBILITIES:

- Assist with providing dinner to victims of domestic abuse and their children on site in the DAIS shelter kitchen.
- Model and actively promote positive, nurturing interactions between adults and children.
- Model non-violent conflict resolution and use non-violent forms of guidance.
- Interact with the residents and children in the facility and allow residents to interact and engage in the cooking when interest is shown.
- Assist with performing routine chores and cleaning tasks after dinner is served.
- Demonstrate the ability to work independently and as part of a team.
- Adhere to agency policies and work rules including confidentiality, child abuse reporting, and code of ethics.
- Maintain current knowledge of changes in policies and procedures, new community resources and other information by reading bulletin boards, updates to resource manuals, emails, newsletters, and by consulting with staff.
- Communicate with the Shelter Administrative Coordinator on a regular basis either by notes, email, or in person. Advise on how shifts are going, and if any problems arise. Provide suggestions for improvements on service delivery, or care and retention of volunteers.
- Arrive on time and ready to preform responsibilities, including not being under the influence or in possession of alcohol and/or illegal drugs when in the shelter.

- Be sensitive to your emotional needs and take steps necessary to take care of yourself.
- Attend New Advocate Training, Shelter Cook program training, and observation shifts.

DAIS' RESPONSIBILITIES TO SHELTER COOKS:

- Train Shelter Cooks in the skills necessary to effectively perform responsibilities within the DAIS shelter program.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide reference letters and/or documentation of volunteer hours for employment and education purposes. Letters will be written based on the Shelter Administrative Coordinator's knowledge of the volunteer's service with DAIS and any documentation that may be on file.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must demonstrate informed sensitivity to the issues and experiences of domestic abuse victims and their children, and must demonstrate an ability to respond effectively to people in crisis.
- Ability to maintain strict confidentiality.
- Ability to successfully and comfortably interact with diverse populations.
- Kitchen experienced preferred, not required.

TRAINING:

- 26-hour New Advocate Training (NAT) is required.
- Additional Shelter Cook program training is required.