

THE GATHERING'S CHILD/YOUTH POLICY

Updated: March 2016

By: Gathering Volunteer Committee and Program Staff

Youth volunteers are a vital part of The Gathering's meal programs. The Gathering appreciates all volunteers and works hard to make sure they feel safe and comfortable while volunteering. Therefore, we have some guidelines for optimal safety and to make the best use of children and youth volunteers below.

Youth between the ages of 16-17 may:

- Volunteer alone at Breakfast or Dinner (*as spots are available*) meal programs with written permission from a parent or responsible adult. A parent or responsible adult must accompany youth on their first visit to provide written permission.
- Volunteer as a group with adult chaperones at any meal program.
- Be considered in the "volunteer count" when booking a group.

Youth age 12-15 may:

- Volunteer at Breakfast or Dinner (*as spots are available*) meal programs with a parent or responsible adult.
- Volunteer as a group with adult chaperones at any meal program.
- Be assigned tasks on their own based on the "appropriate jobs for children and youth" chart attached to the next page (task assignment is at the discretion of meal coordinators).

Youth age 10- 11 may:

- Accompany and assist their parents or a responsible adult when volunteering, but are not given solo tasks and are not included in the "volunteer count" when booking.
- Volunteer with a 1:1 parent to child ratio.
- Not be assigned tasks that require the use of sharp or commercial kitchen equipment, handling of hot foods, or one-to-one interactions with guests.
- Be assigned tasks while accompanying a parent or responsible adult as seen on on the "appropriate jobs for children and youth" chart attached to the next page (task assignment is at the discretion of meal coordinators).

Youth Group Chaperone & Supervision Guidelines:

- High School: 1 adult per 8 students
- Middle School (6th-8th grade): 1 adult per 5 students
- Younger: 1 adult per child (1:1)
- Note: Chaperones are expected to be engaged with youth throughout the volunteer experience.

Jobs

Appropriate Ages

	Age 10-11 With parent at all times	Age 12-13	Age 14-15	Age 16-17
		*requires adult supervision		
<u>Meal Prep:</u>				
Kitchen	WITH PARENT			
• Opening cans			✓*	✓
• Cooking vegetables & side dishes				
• Cold prep- vegetables & sides: requiring use of knives				
• Cold prep- vegetables & sides: no knives required		✓*	✓	✓
• Make coffee			✓	✓
• Prepare milk			✓	✓
• Fill water pitchers		✓*	✓	✓
• Slice bread using machine				
• Make toast			✓*	✓
• Grind coffee			✓*	✓
Dining room	WITH PARENT			
• take down chairs	✓*	✓	✓	✓
• bread & butter	✓*	✓	✓	✓
• salad prep	✓*	✓	✓	✓
• set up cookie trays	✓*	✓	✓	✓
• preparing drinks	✓*	✓	✓	✓
• wrap silverware	✓*	✓	✓	✓
• clean tables & chairs as needed	✓*	✓	✓	✓
	WITH PARENT			
<u>Serving Hour Tasks</u>				
Front (outside) door: Give tickets, maintain order on line, count individuals served.	This is a paid staff security position. Adult volunteers <i>only</i> may help as assigned by coordinator.			
Dining room door person: Especially at St. James', let guests in according to ticket numbers. Monitor available seats in dining room and invite guests in 3 at a time when dining room as necessary.		ADULT JOB (Youth may assist)	ADULT JOB (Youth may assist)	ADULT JOB (Youth may assist)
Welcome Greeter: gives out tableware, trays & SMILES☺.	✓*	✓*	✓	✓
Line Servers	WITH PARENT			
• main dish				✓
• hot vegetables/side dishes				✓
• salad	✓*	✓*	✓	✓
• bread & butter	✓*	✓*	✓	✓
• cookies	✓*	✓*	✓	✓
• beverages			✓*	✓*

	Age 10-11 With parent at all times	Age 12-13	Age 14-15	Age 16-17
Stove/Food runner	WITH PARENT			
<ul style="list-style-type: none"> minds food in ovens, holding cabinets, delivers hot food from kitchen to serving line 	ADULTS ONLY			
<ul style="list-style-type: none"> watch coffee/milk, desserts & cold dishes 				✓
Dishwasher – Hobart				✓*
Dishwasher support: puts away clean items				✓*
Pots & Pans				
Trash & Trays				
<ul style="list-style-type: none"> save tableware and mugs/cups to be washed 		✓*	✓	✓
<ul style="list-style-type: none"> bus mug racks, trays & silverware to dishwasher 		✓*	✓	✓
<ul style="list-style-type: none"> tie trash bags securely when about half full 		✓*	✓	✓
<ul style="list-style-type: none"> take out cans, cardboard & trash to proper trash or recycling containers 			ADULT JOB (Youth may assist)	✓ (in pairs)
Entrance Hall & bathroom monitor	This is a paid staff security position. Adult volunteers <i>only</i> may help as assigned by coordinator.			
Floor Server(s)	WITH PARENT			
<ul style="list-style-type: none"> keep water pitchers filled with fresh water 			✓*	✓
<ul style="list-style-type: none"> pouring cold drinks 			✓*	✓
<ul style="list-style-type: none"> pouring hot drinks 			✓*	✓
<ul style="list-style-type: none"> assisting guests with special needs i.e. delivery of trays, carrying a drink, high chairs, booster chairs 			✓*	✓
<ul style="list-style-type: none"> clean tables in between guests 			✓*	✓
<ul style="list-style-type: none"> intentional guest interaction (sitting/talking) 			✓*	✓
<ul style="list-style-type: none"> give away table 	ADULT JOB (Youth may assist)	ADULT JOB (Youth may assist)	ADULT JOB (Youth may assist)	ADULT JOB (Youth may assist)
	WITH PARENT			
Clean – up				
<ul style="list-style-type: none"> wash tables & chairs with bleach water 			✓*	✓
<ul style="list-style-type: none"> put chairs on tables 	✓*	✓	✓	✓
<ul style="list-style-type: none"> assist kitchen coordinator with putting away leftover food 				✓
<ul style="list-style-type: none"> replace garbage liners in cans 	✓*	✓	✓	✓
<ul style="list-style-type: none"> empty/take out garbage as a buddy system; be aware of locked doors; replace liners 			ADULT JOB (Youth may assist)	✓ (in pairs)
<ul style="list-style-type: none"> breakdown any remaining boxes and recycle cans, cardboard, plastic, etc. 			✓	✓
<ul style="list-style-type: none"> sweep and mop floors (depending on site) 	✓*	✓*	✓	✓