



Job Description	
Job Title	Craig's Cafe Volunteer
Department	Redemption House & Craig's Cafe
Reports to	Cafe Manager & Staff
Revision Date:	May 2026

Job Summary:

To help create a safe, caring, supportive environment for cafe patrons by helping staff and providing nourishing food in a safe space. To respect the dignity and self-esteem of all cafe patrons in interactions with them.

- ❖ Must be a people person with a pleasant and willing attitude that contributes to the mission of revealing Christ to others
- ❖ Maintain a professional culture that promotes teamwork and empathy for clients
- ❖ Practice safe food handling as directed by the cafe manager

Essential Job Functions

- **Food Preparation:** Assist in food preparation in accordance with safe food handling of the state of Oregon (follow the FDA Food Code), oversee daily activities, cleanliness, maintenance, and safety of the facility.
- **Volunteer Duties:** Ensure food is safely stored, all utensils and dishes are properly cleaned and put away, the cafe kitchen and dining room areas are clean, take out trashes at the end of each day, and that cafe patrons are served and attended to the best of your ability.
- **Emergency Response:** Immediately notify staff of an emergency, and to the best of your ability defuse and de-escalate difficult situations involving clients while waiting for staff to arrive.

Guidelines/Standards

- No one is allowed on church property after 2:00pm Monday through Friday, and not at all on the weekends. This includes the parking lot (except *staff* and *volunteers* accompanied by *staff*).
- Never give out any information about clients or staff.



- Maintain a clean area in the cafe and kitchen, disposing of trash, wiping down surfaces and keeping things neat and organized.
- Cafe volunteers will conduct themselves in a friendly, professional manner that represents the integrity of Redemption House Ministries.

Preferred Experiences

- Working with our most vulnerable population and the ability to treat them with dignity
- Strong communication skills
- CPR and First Aid certifications suggested

Name: _____ Signature: _____ Dates: _____
Supervisor Name: _____ Signature: _____ Dates: _____