

Drop In Volunteer Procedure

Dear Volunteer(s),

We thank you for your interest in volunteerism and welcome you to The Santa Clarita Valley Senior Center. We are proud to create, deliver and serve over 500 meals per day. Here is some vital information to ensure your personal safety as well as the safety of our senior participants.

Attached you will find our Food Services Dress Code Policy. Please be sure that you read and sign the form and have it ready for us on the first day of volunteering. In addition, we would like to review some very basic sanitation guidelines. Please adhere to the following:

- Complete in Order: Put on hairnet (restrain all hair under hairnet), put on apron, and then wash your hands (procedure is listed next)
- Wash your hands for 20 seconds with water at a minimum of 100 degrees. Scrub between your fingers all the way up to your elbows – form a nice lather. Rinse thoroughly and dry with a clean paper towel. Please do not wear rings, bracelets, watches or facial piercings to work. Jewelry should not be worn.
- Nail polish or synthetic nails are not allowed. Your nails should not be longer than your fingers.

Your shift will most likely be from 12:00pm to 2:00pm. During that time, you can do some or all of the following:

- Bus tables
- Offer coffee and water refills
- Sanitize tables
- Empty trash receptacles
- Maintain grounds (floors, trashcans, restrooms, etc.)

Please ask for Robin Clough, Volunteer & Recreation Coordinator or Joanna Vallelunga, Director of Food Services if you have any questions. The staff and seniors are very happy to have you here. We hope you will enjoy your time spent with us as much as we enjoy our time shared with you. Thank you for helping the staff and seniors of the Santa Clarita Valley Senior Center.