

Converse County Aging Services

Volunteer Policies

Volunteers will report directly to the site manager. If a volunteer is scheduled for a shift, and they can no longer work, they will contact the site manager to let them know as soon as possible, so other arrangements can be made. Volunteers will sign in on the yellow volunteer timesheets if they are 60+ years old, and on the white volunteer timesheets if they are under 60 years old.

Should an emergency occur while volunteering, anyone can call 911 and then volunteers are asked to assist in crowd control to give the professionals room to do their job.

If anyone needs first aid supplies, volunteers will notify staff so, the proper steps can be taken.

Volunteers will have badges so they will be easily identified.

Volunteers are needed for the following areas:

- Wiping down tables and chairs before and after lunch
- Sweeping the floors
- Helping in the dining room during lunch hours
- Dishwashing
- Special events (ex. Serving food at Bingo, calling Bingo)
- Taking money/punching tickets for lunch
- Thrift Store (Glenrock)
- Setting up for special events (ex. Craft fair, dances, etc.)
- Fill-in Driver

**Other opportunities may arise as programs change and evolve

If a concern arises while volunteering, it shall be brought immediately to the attention of the site director.

Description of Duties

- Wiping down tables and chairs before and after lunch
 - This involves taking a bucket with sanitizing solution and a rag and wiping down thoroughly all the tabletops, chairs arms, and chair seats/backs.
- Sweeping the floors
 - This would involve the possibility of any floor, card room, entry way, dining room, pool room.
- Helping in the dining room during lunch hours
 - This would be walking around making sure if someone is finished with their meal that we remove their trays and glasses and allow them to sit and talk with the people at their table without plates in the way. Once the tray is removed you would clear it off in the trash can and gently stack the plates and silverware just inside the window so the dishwasher can reach everything. If there are items left on the ledge by someone else, they would gently move the items inside the window closer to the dishwasher.

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- This person would also be asking if anyone needs a refill of whatever their beverage of choice was when their glass is almost empty. Generally, you will not be sitting unless it is an unusually slow day, and no one is in need of anything.
- If there is a spill on the tables a volunteer will grab paper towels or napkins to wipe up, if the spill is large enough to go onto the seat and floor, they will alert kitchen staff so they can grab the mop and clean the spill properly.
- Aprons will be provided to these volunteers to indicate who is assisting and ensure their clothes are protected against any spills.
- Dishwashing
 - This would be making sure that all dishes are cleaned in the kitchen. There are two shifts per day for this as there are dishes from prepping the meals and then dishes when people are eating.
 - The following etiquette would need to be followed:
 - Rinse off the dishes before loading them in the tray for the dishwasher.
 - Cups are soaked in a bleach and water solution for at least 2 minutes before loading them in the dishwasher.
 - Make sure when loading the trays that there is proper spacing, and the water can reach all the items.
 - Silverware runs for 4 minutes; all other items are run for 1 minute.
 - After the dishwasher is finished, you must wash your hands before touching the trays of clean dishes.
 - Pull the dishes over the sinks to drip dry and cool down.
 - If there are more dishes to do, go back to load the next tray.
 - Before putting away clean dishes make sure your hands have been washed and are clean. Put the items away, cups, trays, and silverware can go on the carts to be wheeled out once all the dishes are done.
- Special events
 - This would entail a variety of things. It would depend on the event, but the site manager or director will give instructions before the event and will have a separate sign up for volunteers. For example, it could be setting up or tearing down tables, decorating, cleaning etc.
- Taking money/punching tickets for lunch
 - This would be making sure that seniors know their meals are a \$5 suggested donation, signing in, and anyone under 60 years old pays \$10.
 - If someone has a meal ticket they would take the ticket and punch one of the meals and give it back to them.
- Thrift Store (Glenrock)
 - This person would follow thrift store policies and procedures.
- Fill-in Driver
 - This person would fill in for transportation drivers as needed. Must have a current WY driver's license, and be insurable. The volunteer driver would operate one of the CCAS vehicles, transporting people in and around the community, as well as possibly driving for field trips.

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Volunteer Sign Up

Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Text: Y or N

Emergency Contact: _____

Emergency Contact Phone: _____

→ Place an X next to the day(s) you would like to volunteer:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

I would like to be called if there is a special event coming up needing volunteers: Y or N

I would like to be called if someone is unable to come in: Y or N

I would like to volunteer for the following jobs:

→ (place an X on the line(s) for the task(s) you want to do)

____ Wiping down tables and chairs before lunch

____ Wiping down tables and chairs after lunch

____ Sweeping the floors

____ Helping in the dining room during lunch hours

____ Dishwashing AM

____ Dishwashing Lunchtime

____ Special events (ex. Serving food at Bingo, calling Bingo)

____ Taking money/punching tickets for lunch.

____ Thrift Store (in Glenrock)

____ Setting up for special events (ex. Craft fair, dances, etc.)

____ Fill-in Driver

____ Other (Please Specify: _____)

I have read and understood the CCAS Volunteer Policies:

Signature: _____

Date: _____