



FoCo Cafe Volunteer Guidelines

- Be 16 years of age or come with a parent/guardian to volunteer.
- Read and sign the Volunteer Agreement form.
- Be flexible and ready for anything. All volunteers may be asked to do any job – taking out trash, washing dishes, cleaning, food preparation. We look first at our greatest need at the given time.
- When in doubt, wear gloves when in the kitchen working with food.
- Before and after every task, WASH YOUR HANDS in a hand washing sink.
- Wear close toed shoes, wear hair back or a hat, wear long pants and short sleeves. Keep in mind that the kitchen can be warm. If you are working in the kitchen, you will be asked to remove jewelry except a simple wedding band. See the Volunteer Dress Code.
- Do not wear your Cafe work apron into the restroom. Remove it and stow it appropriately.
- Please leave personal items of value at home.
- Do not park your car in the one-hour spaces outside the Cafe. You may get a ticket. If you ride a bike, please use our bike rack to lock up your bike.
- Consider working on a set schedule or scheduling a regular shift weekly. The consistency will be very helpful to the Cafe.
- As you gain more experience as a FoCo Cafe volunteer, you may be moved into positions of greater responsibility that require more attention to detail. Keep in mind that experience in other restaurants is great, but doesn't always translate to our equipment or our procedures or our mission.
- Please be on time for your shift. If for some reason you cannot make your scheduled volunteer time, you MUST call or email to let us know. Depending on how much advance notice we receive, we may go without help.
- Don't come for your shift if you are ill. Please read the Cafe Health Policy.
- If you would like to bring a group of volunteers, please contact us to schedule this. We can't accommodate large numbers of volunteers at one time, but we could fill slots through all shifts. We also may need larger numbers of volunteers for special events.
- Don't be afraid to ask questions.
- Always be courteous to our guests and to other volunteers. Keep in mind that our staff is all volunteer.
- If a guest asks about purchasing a Cafe t-shirt, Cafe tokens, or a King Soopers card to benefit FoCo Cafe, please ask Jeff or Kathleen or a seasoned volunteer to assist.
- Let us know if you might be available to assist with Cafe special events.
- If you have other skills, you might lend to the Cafe, please let us know in person, or via e-mail or phone.

Street Address: 225 Maple Street, Fort Collins, CO 80521 - Mailing Address: P.O. Box 242, Fort Collins, CO 80522-0242
Email: info@fococafe.org - Phone: 309-368-1659 - Web: www.fococafe.org