

# KITCHEN VOLUNTEER POLICIES AND PROCEDURES



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Thank you for your interest in volunteering your services and time to The James Beard Foundation. We are confident that you will enjoy and learn from your experiences with the chef and the Foundation. Please be aware that there are many eager volunteers, and it might take a few weeks for an available position. **Booking for a particular month begins the first day of the preceding month (ex: booking for February begins January 1<sup>st</sup>).** The following is a guideline for creating and maintaining a professional and safe environment:

- **Valid Culinary School ID:** Only current culinary students with valid student I.Ds will be accepted as volunteers.
- **Volunteer Application** > please complete this on [line](#). I will call you within two weeks of receipt to begin the process. If you do not hear from me after that time, please call me at 212.633.9165. **Scheduling is done only via the phone; YOU MUST HAVE A VOICEMAIL BOX SET UP ON YOUR PHONE IN ORDER TO VOLUNTEER. If I get your voice mail when I call, your timely response helps to secure your spot.**
- **Once you are on the schedule**, please learn more about the chef and the menu for your scheduled date by visiting [jamesbeard.org/events](http://jamesbeard.org/events)
- **The James Beard House is located at 167 West 12<sup>th</sup> Street**, upon entering, introduce yourself to the chef, change, store your outer and street clothes in the closet, sign in the volunteer book, and get ready to assist the chef.
- **Record your hours of service\***. Don't forget to sign in and sign out of the volunteer book located in the podium in the reception room. Ask a staff member if it is not readily available. Also, record your hours by filling in the volunteer template. Email me at [kitchenvolunteers@jamesbeard.org](mailto:kitchenvolunteers@jamesbeard.org) to receive a template.
- **Punctuality is important.** If you are running late day of, please call me at 212.633.9165. If you get my voicemail, leave a message then call **212.675.4984 x 245** for Claudia Karach or **x 246** for Victoria Jordan-Rodriguez.
- **Cancellations:** We hope that they do not occur, but if you need to cancel, please call me at 212.633.9165. Day of event > if you get my voicemail, leave a message then call **212.675.4984 x 245** for Claudia Karach or **x 246** for Victoria Jordan-Rodriguez.
- **Uniform:** Please bring a clean chef's coat, pants, and apron.
- **Tools:** Everyone is responsible for bringing and maintaining their own knives and equipment. It is recommended that you bring a pen and small notebook to facilitate note taking. **JBF is not responsible for personal items or tools left behind.**
- **Cleanliness is a must.** Please bring your own clean chef's whites. If you have long hair, pull it back and secure it.
- **Eating during service is up to the chef.** We do permit tasting the finished dishes, but if the chef decides that time does not allow it, set the food aside until the end of service.
- **Drinking alcohol is not permitted.** Do not request wine from the waiters.
- **Leftovers:** Leftover food is property of either the chef or the James Beard Foundation. The waiters should be fed and the rest wrapped up for the chef or the refrigerator.
- **Weekend:** Please reconfirm weekend events on the preceding Friday. If you cannot be there for your appointed slot, please call the kitchen directly at 212.675.4984 x 224 or 225 to reach the chef. **Do not leave a message; continue to call until someone picks up!**
- **For more information:** Please refer to the [FAQ](#) section on the Education Page of our website.

*Smile, you're on camera!* The JBF Kitchen Cam, a live, three-angle feed of the Beard House kitchen, broadcasts all kitchen activity from about 5:00 P.M. until the end of the event. Professional conduct is expected of you at all times.

Adhering to these policies and procedures helps to insure an efficiently run kitchen and a rich learning experience for you.

*\*Once you log 50 volunteer hours within one calendar year, you are eligible for a gift certificate for a JBF dinner for yourself and guest. To request a gift certificate, email me a completed template with the dates, hours, and chefs assisted, along with a formal letter of request. **Templates are available by request.***