



**VOLUNTEERING AT THE
JEFFERSON COUNTY EMERGENCY SHELTER (JCES)
MEALS PROGRAM**

HOW CAN I HELP?

Volunteering to feed people who are unhoused at the Jefferson County Emergency Shelter (JCES) is a profoundly impactful act of compassion that addresses both immediate needs and broader social issues. It provides essential nourishment and care to individuals who may be struggling with food insecurity and homelessness, offering them not just a meal but a moment of dignity and human connection.

We invite you to partner with us in fostering a sense of community and hope and helping to break the cycle of isolation that many face. Your involvement helps to raise awareness about the challenges of unhoused people while encouraging connectivity and inspiring others to contribute to systemic change. You really do make a difference!

SIX WAYS TO GET INVOLVED:

1) **Sign up as a GROUP** via our simple online volunteer sign-up system to provide and prepare dinner at the JCES for **a week at a time**. We recommend groups of 4-6 people, which helps you to spread the cost and the responsibilities for the entire week. Gather your friends, coworkers, and family to work together! It's incredibly helpful for us when groups sign up to prepare dinner for a whole week (typically Monday-Friday. If you are able to include the weekend - we appreciate that all the more!)

- Menu planning, purchasing of ingredients and meal preparation are the responsibility of the group for the week they sign up.
- Creating sack lunches in the evening for the following day is an added task. We always appreciate your help with this if your team has time before you leave the shelter!
- Please email the shelter at info@baysidehousing.org the week before you're scheduled to see what items we have on hand that you can use in your meal preparation. We periodically receive donations of frozen meat and canned foods that may be available for use.
- **SIGN UP online at <https://signup.com/go/zgbSvXy>**

2) If you want to volunteer but aren't part of a group, we invite you to **sign up as an INDIVIDUAL** for a **WEEKEND SHIFT** to assist shelter staff in meal preparation.

- **SIGN UP online at <https://signup.com/go/zgbSvXy>.**

3) **Purchase and deliver frozen family-style dinners** from the store for the shelter staff to have on hand for days when we don't have groups available to cook.

- Frozen dinners can be delivered to the Jefferson County Emergency Shelter (JCES) at [209 Monroe St, Port Townsend, WA 98368](#) between 4:00 and 6:00 p.m., 7 days a week.
- Please call the **JCES phone line at (360) 385-1403** and **leave a message** with an estimate of when you will deliver. Staff can then anticipate your arrival and provide space in the freezer.

4) **Purchase and deliver items that can be used for sack lunches** (cookies, fruit, chips, sandwich bread, lunch meat, cheese, etc.). **Please contact Bayside at info@baysidehousing.org before you purchase items** to get an accurate list of shelter needs.

5) **Give. Cash donations to help with food costs** can be made to Bayside Housing & Services by visiting their website at www.baysidehousing.org/donate.

6) **Purchase and deliver items used in food preparation, shelter operations or personal hygiene items** [aluminum foil, parchment paper, latex gloves (small, medium, large), paper lunch bags, resealable sandwich bags, paper napkins, coffee, creamer, new socks/underwear, razors, toothbrushes, etc.]. **Please contact Bayside at info@baysidehousing.org before you purchase items** to get an accurate list of shelter needs.

**THANK YOU for your interest in volunteering at the
Jefferson County Emergency Shelter (JCES),
operated by Bayside Housing & Services**

**You can find more information about Bayside Housing & Services and our mission at
<https://www.baysidehousing.org/>**



JEFFERSON COUNTY EMERGENCY SHELTER (JCES) MEALS PROGRAM VOLUNTEER INFORMATION

Meal Prep:

1. Meal preparation and cooking takes place in the shelter kitchen or at an offsite donor kitchen. **Volunteer groups must be supervised by an individual with a current Washington State Food Worker card.** All kitchen volunteers are strongly encouraged to obtain a Washington State Food Worker card, but only one individual in the group is required.
 - a. You can find information about obtaining a Food Worker card online at <https://doh.wa.gov/community-and-environment/food/food-worker-and-industry/food-worker-card>
2. **The week before you are scheduled to serve, contact the shelter by email at info@baysidehousing.org** to receive information about:
 - a. the average number of guests staying at the shelter, and
 - b. any special dietary needs.
3. Be prepared to cook food for **20+ guests as well as 1-2 staff members and members of your volunteer group.** Please plan for hearty and healthy servings.
4. Plan to serve a **main dish, a side dish, salad and dessert.**
5. Plan to **bring one or more gallons of milk and two or more quarts of juice** to be served with dinner each night. Any leftover milk or juice can be made available for breakfast.
6. Packaged snacks and fruit not needing refrigeration can be left in the kitchen. If you have specific instructions to share, please label any food items that are left on the counter (e.g. “for lunches”, or “for dessert on Thursday”).
7. **If cooking on site, please arrive as early as 4:00 pm. Allow your team enough time to prepare so that dinner can be served at 6:00 pm.**
8. **If cooking off site, arrive with all food and supplies by 5:30 pm. Allow your team enough time to unpack and prep so that dinner is served at 6:00 pm.**

Dinner Meal Service:

1. **Alert the shelter staff when your group is ready to begin meal service.**
2. When serving food to the guest, **volunteer servers hold the plates and pass them from one volunteer to the next**, asking the guest if they would like each food item.
3. When guests are getting **second helpings**, it is best to have them use a clean plate. This prevents the possibility of serving utensils coming into contact with used plates. Ask guests to hold on to their flatware, and politely say, “let me get you a clean plate”. This practice does increase the number of plates to wash, but greatly decreases the risk of contaminating the food being served to all.
4. Ask the shelter staff if they would like a certain number of plates made up, covered, and set aside for **late arrivals.**

Volunteer Details:

1. **To unload food and supplies**, you may park your car in the lot by the shelter entrance on Monroe Street. After unloading, please move your car from the lot and park on the street.
2. **Make sure your volunteers sign in and out in the Volunteer Book.** The Volunteer Book is located in the kitchen near the stove. Volunteers must also sign a **Volunteer Waiver of Liability and Agreement to Hold Harmless form** and a **Confidentiality Policy and Certification form.** These forms are located in the Volunteer Book and should be turned into a shelter staff member when completed. Group leaders also need to complete a **weekly Meal Report form.** It is also located in the Volunteer Book.
3. Upon entering the kitchen, **wash your hands in the handwashing sink.** Dry with a paper towel. Put on gloves as per health department guidelines.
4. **Begin dinner service at 6:00 pm.**

After Dinner Checklist:

1. **Put perishables away.** Refrigerate dinner for guests and monitors that are arriving later.
2. **Wash the dishes.** Follow the posted instructions to load and operate the dishwasher.
3. **Empty and clean sinks.** Wipe down the stove, refrigerator, microwave and all counters.
4. Check with the shelter staff to see if they would like **leftovers** to be placed in the refrigerator or taken home by the group.
5. *Note: Guests are typically asked to wipe down the tables using disinfectant wipes. And Staff typically takes on the responsibility of sweeping the kitchen floor.*

Sack Lunches (OPTIONAL, if your volunteer team has time):

1. **Get the lunch count** for the following day from the shelter staff.
2. Make the sandwiches and put them in sandwich bags. With a marker, please write **TODAY'S DATE** on the outside of the bag. And please mark **"T" for turkey, "H" for ham or "PB&J" for peanut butter and jelly.**
3. **Place all sandwiches in the refrigerator.**
4. In the lunch bags, place all non-perishables and non-refrigerated items (chips, fruit, dessert, etc.) **Leave the lunch bags on the counter next to the coffee makers.**
5. Above all, have fun! **Sit down and eat with the shelter guests.** Take the opportunity to get to know them and for them to get to know you. Thank you for your heart to connect with our community's M.V.P.s (Most Vulnerable People.) You really do make a difference.

"There is no doubt that you will touch a life today. It's just the manner in which you choose to do so, and how that will leave both yourself and everyone you touched once it's over."

— Craig D. Lounsborough

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Bayside Housing & Services (BHS) Confidentiality Policy and Certification for Staff, Volunteers and Program Partners

All information related to Bayside Housing & Services (BHS) current or former residents, guests, clients, staff, volunteers, financial data, and business records is strictly confidential.

What "Confidential" Means:

- You are free to discuss your role at Bayside Housing & Services and to share information about the program that you support as an employee, volunteer or partner. If you are asked to share BHS financial information beyond the annual financial audits available on our website or other publicly shared program budgets, please consult with your supervisor prior to sharing.
- **You are not allowed to disclose any resident, guest, or client names (whether current or former) or to share details that could identify them as participants in any BHS program without their explicit written consent via a signed BHS Release of Information form.**

This confidentiality requirement is a fundamental part of providing care to our residents, guests, and clients and maintaining professional business ethics. Our board of directors, staff, residents, guests, and clients rely on all paid and volunteer staff to uphold this confidentiality rule.

Respecting Privacy: BHS expects you to respect the privacy of all residents, guests, and clients by keeping their Personally Identifiable Information (PII) confidential. PII includes details like:

- Name, social security number or driver's license number, date of birth, race/ethnicity, gender, or last known address - especially when multiple pieces of identifying information are paired together.

This information should always be treated as confidential unless it is "de-identified" or cannot identify an individual on its own (example: just a birth date without a name attached.) General information, policy statements, or statistical data that do not include PII are not considered confidential.

You are also responsible for protecting confidential information about other staff members, volunteers, and program partners, in addition to clients.

Rev. 8/20/2024

SharePoint file location: Bayside Housing Team Site - Documents\Human Resources (General) Non-Confidential\Hiring\New Hire - Onboarding\Onboarding Checklist & Forms\BHS Employee Confidentiality policy and certification.docx



Consequences of Breaching Confidentiality: Failure to maintain confidentiality may result in termination of employment (whether paid or volunteer) or other corrective actions. This policy is designed to protect both you and BHS, as in severe cases, breaches could lead to personal liability.

Rationale:

Confidentiality is essential to preserving privileged information. In your role, you will necessarily be exposed to personal and private information, some of which is vital for providing services, while other information is shared to build trust.

Most information you learn about residents, guests, and clients is confidential by law. Disclosing this information could:

- Make you legally liable.
- Harm your relationship with the resident, guest, or client, potentially hindering your ability to assist them.

Before starting your role as a staff member, volunteer, or program partner, you must understand the laws and consequences related to breaching confidentiality. While BHS is responsible for your actions within your duties, sharing information with unauthorized persons may lead to BHS refusing to support you in legal matters. Violating state confidentiality laws could result in fines, imprisonment, or both.

Certification:

I _____, have read the Bayside Housing & Services Confidentiality Policy for Staff, Volunteers and Program Partners. I agree to abide by the requirements of the policy and to inform my supervisor or Bayside contact person immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to corrective action, up to and including termination of my service with Bayside Housing & Services.

Signature: _____

Printed Name: _____

Date: _____



**Jefferson County Emergency Shelter
Volunteer Waiver of Liability and Agreement to Hold Harmless**

Volunteer Activities

I understand that I will be providing services as a food service or other supportive services volunteer at the Jefferson County Emergency Shelter in Port Townsend, WA, located in the American Legion Hall Post #26.

Release and Indemnity

In consideration of my participation in these volunteer activities I release, indemnify and hold harmless the following agencies and organizations from and against any liability or loss for injuries or harm I may sustain during my participation or otherwise associated with my participation in the volunteer activities described above:

1. The American Legion Post #26 and its officers, directors, employees, agents and representatives;
2. Bayside Housing & Services and its officers, directors, employees, agents, and representatives;
3. Jefferson County and its officers, directors, employees, agents, and representatives.

Assumption of Risk

I acknowledge that there are certain unforeseeable risks associated with my participation in the volunteer activities described above, including the risk of illness, physical injury and death. By signing this release, I expressly assume these risks, whether such risks are known or unknown to me at this time.

Acceptance of Binding Agreement

I have carefully read and understand this agreement. I am voluntarily signing this liability waiver, release, indemnity, hold harmless and assumption of risk agreement. By signing this Volunteer Waiver of Liability and Agreement to Hold Harmless form, I agree that this agreement is binding on me, my spouse (if any), marital community (if any), heirs, executors, legal and personal representatives, successors or assigns.

Print Name: _____

Sign Name: _____ Date: _____