



Volunteer Expectations (Updated May 2018)

All Volunteers MUST...

- Be dependable.
- Be responsible.
- Be professional.
- Be adaptable.
- Be kind.

PB&J Volunteers MUST ALSO...

1. Lead with a positive attitude.
2. Love spending time with young people.
3. Enjoy learning new things.
4. Put child safety first.
5. Want to have FUN!

Our Mission

The PB&J Fund connects Charlottesville youth with the resources and knowledge necessary to help develop a healthy diet. By working with community partners to provide healthy meals and teach cooking habits, it aims to address kids' nutritional needs at each stage of development.

Who We Serve

We provide nutritional education to youth and families in the greater Charlottesville area through FREE cooking classes. During the school year, we have several daytime classes serving students and parents through local schools and family services agencies. In partnerships with organizations like City of Promise and the Boys and Girls Clubs of Central Virginia, we teach after-school classes each day. We also offer evening classes with various community partners such as Big Brothers Big Sisters and YoungLives. PB&J Summer Programs have reached students in Charlottesville Parks and Recreation summer camps, Boys and Girls Clubs of Central Virginia, Clark Busy Bees, Camp EXL through Charlottesville City Schools/Parks & Rec., Elk Hill summer camp, House of Refuge Reading Activity Camp, Teens Give, and Community Housing Partners' Greenstone on 5th summer program.

Adult Supervision in the Kitchen

Students come to us from one of our many community partners (other organizations working with kids in our community). A staff member from that partner organization will be present in the class to assist with student needs. A PB&J staff member will lead the class by demonstrating safety procedures and the culinary techniques specific to that day's lesson. Volunteers mentor a maximum of six students (one work table) during the class period. We often assign two adults to each work table, dropping the adult to child ratio to 1:3.

Teaching at PB&J

When leading students through a recipe, it is a time to reinforce reading skills. It is important to refer them back to the recipe when they ask questions as this is how they will learn to follow a recipe on their own. Careful attention is to be paid to measuring ingredients. The difference between a Tablespoon and a Teaspoon is one that needs re-teaching over and over again. ☺ Students often want to grab a spoon or cup and say, "Is this it?" without having looked at the measurement written on the item. Instead of just answering them, we look at the written measurement together to decide if it's right. They learn that this is always the response and ideally start to take the additional step on their own. Eventually! ☺ We also want to support the mission and values of PB&J at all times.

Safety First

It is our policy at PB&J is that we put student safety first and foremost in all that we do. Knife safety is obviously a huge part of that process. You will learn the specific safe knife handling practices we use in the PB&J kitchen during Volunteer Orientation. **It is important that you model these procedures even if they are not the same way you do things in your home or work kitchen. These safety procedures have been carefully created and successfully applied to keep our learning kitchen full of very energetic chefs SAFE while also allowing them to develop their knife skills.** Extending beyond the everyday kitchen safety, Volunteer Training will also inform you about other staff and volunteer procedures in place to protect the welfare of all who enter the PB&J kitchen.

Physical Requirements

Volunteers will be standing for long periods of time at counter height tables on concrete floors in our teaching kitchen. Wear comfortable closed-toe footwear suitable for this activity. Please dress

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comfortably as the work will require frequent bending and stretching to grab ingredients and cooking implements.

Time Commitment

Volunteer shifts are normally 2 hours in length unless otherwise noted. This includes helping with set-up before class and clean-up afterward. The PB&J Fund operates its teaching kitchen Monday-Friday with occasional weekend events. Classes run in three sessions: SPRING (January-May), SUMMER (June-August), and FALL (September-December). Most volunteers participate in one class per week for the entire school year or summer session. Volunteer shifts typically occur during four times of day:

Morning	Midday	Afternoon	Evening
9am-12noon	12-3pm	3-6pm	6-8pm

For the safety of our participants and the fulfillment of our volunteers, we prefer this model of regular weekly volunteers (or monthly for some evening classes). This allows volunteers to be well-trained, but more importantly, it allows for on-going interaction with students throughout the class session. A lot of mentoring happens while working together in the kitchen! ☺

Job Qualifications

If you have culinary skills, that is AWESOME! But if you don't, that's okay! We want responsible, hard-working folks who are called to work with youth in a mentoring setting. If you are patient and kind, we can teach you the kitchen skills. ☺ **We do require that all volunteers consent to a background check.**

Our Location

The PB&J Fund is located at 204 E. Market Street directly across from the library. On-street parking is free in the area, and we are also near public transit stops. Additionally, there is the option to pay for parking in the lot at the corner of Market Street & Second Street NE or in the Market Street Garage (504 E. Market Street).

What to Wear

We wear aprons in the kitchen, but educational cooking can get a little messy. Please dress in comfortable clothing and footwear for the activity. For safety, we do require long hair to be pulled back and closed-toe shoes to be worn in the kitchen.

Daily Duties

Help with general set-up and clean-up tasks (as directed and they appear on daily checklists).

Support The PB&J Fund Mission - Toe the Nutritional Line - Lead By Example

The PB&J Fund connects Charlottesville youth with the resources and knowledge necessary to help develop a healthy diet. By working with community partners to provide healthy meals and teach cooking habits, it aims to address kids' nutritional needs at each stage of development.

- Have a positive attitude in discussion of healthful ingredients and cooking methods.
- Do not bring unhealthy snacks like chips and soda into class.
- Model the safety procedures and knife skill techniques of PB&J in class with students.

I have read the Volunteer Expectations and am committed to upholding these ideals.

**Print
Name:** _____

Signature _____ **Date** _____