



STONE SOUP PDX

# VOLUNTEER HANDBOOK

A photograph of a car's interior at night, viewed from the driver's perspective. The dashboard and steering wheel are visible in the foreground. The rearview mirror shows a person's face. The background shows a dark street with blurred lights from other vehicles.

## YOUR GUIDE

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# WELCOME NOTE FROM OUR EXECUTIVE

DIRECTOR

Welcome to Stone Soup! We appreciate your willingness to give your time to help our small nonprofit. While we are small in numbers, we are big on IMPACT, and this is possible because of our volunteers. So THANK YOU!!!

Stone Soup is a rigorous 12-week program providing job training and job placement to our Program Participants. Our goal is to prepare participants for a job in the food service industry. We do this by teaching both hard skills (like knife skills, food safety, and working with our kitchen equipment), but also soft skills (like resiliency, succeeding in a diverse workplace, and conflict resolution). All of these lessons come together to help our participants find and keep jobs.

Since the beginning, our organization has heavily relied on volunteers to help us work more smoothly. Whether that is painting our walls and windows, delivering food, or working one-on-one with our participants, every volunteer hour is appreciated. You are not only saving us time, you are here to help build community.

We see Stone Soup as a place to build bridges. And by volunteering with us, you are making that a reality. Our community stretches to every corner of the globe, but by working here in our neighborhood, your efforts are having a big impact on helping others. For this, I sincerely thank you!

Sincerely,

**Ellen Damaschino**  
**Executive Director, Stone Soup**

# STONE SOUP VOLUNTEERS

Our volunteers play a critical role in the success of our program. From building relationships with participants through on-site support to fortifying workforce development and helping our community access essential resources, our volunteers provide unrivaled support for Stone Soup's mission. Through your service, Stone Soup can reach Portland in dynamic ways!

We're a tight-knit community of change-makers who strive to empower our peers by providing the resources and opportunities to attain professional careers in the foodservice industry. In addition, we teach workforce development and offer hands-on culinary training to foster self-reliance with our program participants who are at risk of homelessness.

## VOLUNTEER PHILOSOPHY

Stone Soup volunteers have the opportunity to engage in meaningful service that strengthens the community and individual. We believe everyone is entitled to dignity and respect. Stone Soup provides community support through food security that empowers the homeless population to better their daily lives.

### Benefits of Volunteering

- Helping your local community
- Building relationships with members of the community
- Providing healthy and delicious meals to those in need
- Building leadership skills
- Empowering people in need

# OVERVIEW INFORMATION



## **Mission**

Stone Soup empowers people experiencing barriers to employment to achieve self-reliance through training for careers in the foodservice industry.

## **Vision**

A committed and thriving workforce developed through food and service.

## **Values**

- Empowerment: Promote a positive, constructive, and inclusive work environment, creating a culture that empowers the well being of our staff, participants, and community.
- Trust: Trust ourselves and those around us to act with the best of intentions.
- Collaboration: Create and maintain mutually beneficial partnerships with like-minded organizations for the betterment of Stone Soup and the community.
- Equity and inclusion: Actively commit to fairness, racial justice, and building a place of belonging where every member of the Stone Soup community has an equal voice and opportunity to learn.
- Accountability: Hold ourselves accountable to long-term financial management and environmental stewardship, as well as be responsible to each other, to our community, and to ourselves.

## VOLUNTEER OPPORTUNITIES

Help Stone Soup deliver meals to shelters in the community. It is a one-hour commitment and is a low-contact opportunity. Drivers pick up boxes from Stone Soup and deliver them to the designated shelter, school, or day center. Volunteers need to be able to lift 20lbs, as the packages require unloading at the site. If interested in volunteering, please contact Julia Granet at **[volunteer@stonesouppdx.com](mailto:volunteer@stonesouppdx.com)** for more information.

### How To Apply

Please contact Julia Granet at [volunteer@stonesouppdx.com](mailto:volunteer@stonesouppdx.com) with the following contact information to become an active volunteer:

1. Name & phone number
2. Preferred pronouns
3. What opportunities you're Interested in
4. Your availability
5. Your birthday (m/d/yyyy)

### Eligibility:

To volunteer for Stone Soup, you must meet the following requirements:

- Be at least 18 years old or accompanied with an adult.
- Able to lift 20 lbs
- Willingness to learn and receive instruction
- Comply with food safety regulations
- Effective communication skills
- Able to work on a team

## COMPANY POLICIES



### Attendance

To be successful, it is crucial that you arrive on time. If you cannot make your scheduled shift, please notify the Volunteer Coordinator within 24 hours. If a change is not reported and no notice has been given, the Volunteer Coordinator may remove the volunteer from the roster.

### Alcohol & Other Drugs

To maintain our commitment to building stronger, healthy communities, Stone Soup has a zero-tolerance policy on alcohol and drug use. While working, you must be free of intoxication from any substance. Violators of this policy will be asked to leave and removed from the volunteer list.



### Open Communication

In the event you have any concerns or questions, please contact our Volunteer Coordinator. We welcome feedback and any suggestions to improve the work environment.

# POLICY CONT.

## **Anti-Discrimination**

Stone Soup is dedicated to providing a work environment free of harassment and discrimination. No one is permitted to discriminate against anyone based on sex, race, gender, religion, national origin, physical and/or mental disability, marital status, ancestry, or any other basis protected by federal, state, and local law or ordinances.

## **Sexual Harassment**

Sexual harassment will not be tolerated; it creates an intimidating, hostile, and offensive work environment. Violators will be asked to leave and dismissed as a volunteer. If sexual harassment has occurred, please notify the volunteer coordinator, and the matter will be handled fairly.

## **Language**

Please speak respectfully and professionally. Offensive and derogatory language are not permitted nor allowed. Instead, we ask that you treat others with dignity and kindness.

## **Safety**

Everyone must follow the instructions given to them. Safety is only possible when we all work together. When bending and lifting heavy objects, please use the proper technique to avoid injury. Please exercise care and good judgment when following directions.

## **Accommodations**

Please notify staff about any accommodations you may need so arrangements can be made.



# Waiver of Liability

This Release and Waiver of Liability executed on this date by (the "Volunteer") in favor of Stone Soup, an Oregon Domestic Nonprofit Corporation, their directors, officers, employees. The Volunteer desires to volunteer for Stone Soup and engage in the activities related to being a volunteer. Therefore, the Volunteer freely, voluntarily, and without duress executes this Release under the following terms:

1. **RELEASE AND WAIVER** Volunteer does hereby release and forever discharge and hold harmless Stone Soup and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Stone Soup.
2. **MEDICAL TREATMENT** Volunteer does hereby release and forever discharge Stone Soup from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with Stone Soup.
3. **ASSUMPTION OF THE RISK** Volunteer hereby expressly and specifically assumes the risk of injury or harm in the activities and releases Stone Soup from all liability for injury, illness, death, or property damage resulting from the activities.
4. **INSURANCE** The Volunteer understands that, except as otherwise agreed to by Stone Soup in writing, Stone Soup does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Therefore, each Volunteer is encouraged and expected to obtain their own medical or health insurance coverage.
5. **PHOTOGRAPHIC RELEASE** The Volunteer does hereby grant and convey unto Stone Soup all right, title, and interest in any photographic images and video or audio recordings made by Stone Soup during the Volunteers activities with Stone Soup , including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
6. **OTHER** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon and that this Release shall be governed by and interpreted per the laws of the State of Oregon. Further, the volunteer agrees that in the event that any clause or provision of this Release shall be held to be

invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

## SIGN & RETURN



**Volunteer's Signature:**

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**Volunteer's Printed Name:**

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**Date:**

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Please email a signed copy of this page to [volunteer@stonesouppdx.com](mailto:volunteer@stonesouppdx.com) before volunteering.



