



<b>Title</b>	Dinner Concierge
<b>Department(s)</b>	Operations
<b>Reports to</b>	Program Manager or Manager on Duty at Limestone

Ronald McDonald House Charities of Central Indiana provides a supportive home-away-from-home for families of children receiving medical care at Riley Hospital for Children at IU Health and other area hospitals, and we champion programs that improve the health, education and well-being of children.

**Purpose of Position:** Providing a meal is vital to fulfilling our mission for families who often return to the House exhausted after a long day at the hospital. This position provides a dinner concierge to serve an evening meal to our families when meal groups are not scheduled.

**Location:** Ronald McDonald House at Limestone

**Responsibilities:**

- Cook casseroles, sides and desserts that have been donated to the House.
- Set out dinner, utensils and other needed supplies, and clean up after dinner is complete.
- Follow food safety guidelines established by the House.
- Refer to provided reference tools and House personnel when seeking information.
- Provide an atmosphere of warmth and support by interacting with Houseguests, providing information, answering questions and by being an understanding listener (not counselor). Provide general assistance to Houseguests as needed.

**Commitment:**

- 4-month minimum commitment
- Approximately 3-hour shift
- As needed when the House does not have a meal group already scheduled. ***You will receive at least 2 days to a week's notice regarding shift availability.***
- Evening dinners

**Qualifications:**

- Must be at least 18 years of age.
- Must be reliable.
- Personable, patient, flexible and a good communicator.
- Able to deal with the public in a helpful and supportive manner.
- Resourceful and able to work independently while also able to accept direction.
- Able to represent the House in a professional manner.
- Demonstrate respect for confidentiality.

**Training:**

- Attend a new volunteer orientation and become a registered volunteer.
- On the job training provided.