

**SPiN Cafe**  
**Volunteer Application**  
**P.O. Box 2438**  
**Oak Harbor, WA 98277**  
**360-682-5949**



Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Availability:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:15am -10:00am					
10:00am -2:00pm					
2:00-5:30 pm					
4:00-6:00 pm for dinner service	XXX				XXX

The following questions help us get to know you better:

Why do you want to volunteer for SPiN Cafe? \_\_\_\_\_

Do you have any experience in serving the homeless and needy populations? If Yes, please explain. \_\_\_\_\_

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What do you hope to accomplish in working as a Volunteer with SPiN Cafe? Personal?

Professional? \_\_\_\_\_

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Please list work or volunteer experience that will benefit SPiN Cafe and our guests: \_\_\_\_\_

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Have you been convicted of any crime in the last 5 years? If yes, please explain. \_\_\_\_\_

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Do you have any medical issues or allergies that the staff needs to know about? \_\_\_\_\_

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What organizations or churches are you affiliated with that currently or might be willing to help with SPiN Cafe? \_\_\_\_\_

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\_\_\_ Volunteer agrees to have email added to SPiN Cafe newsletter list...ie to receive it.

\_\_\_ Volunteer has received and agrees to the Volunteer Checklist

\_\_\_ Volunteer has received and agrees to the SPiN Cafe Code of Conduct

\_\_\_ Volunteer has received and read the Service Suspension Policy

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\_\_\_ **Volunteer agrees to obtain a Washington State Food Worker Card if handling food**

\_\_\_ **Confidentiality Statement:** It is the policy of SPiN Cafe to provide its clients with the best possible service and to continually strive to ensure **confidentiality and privacy** in regards to services, applications and discussions of or about any person SPiN serves. Volunteer agrees to maintain confidentiality of our guest, exceptions being discussions with Social Workers or Law Enforcement Personnel.

\_\_\_ **Liability/Release Waiver:** SPiN Cafe volunteers shall not be liable for any injury, including death, damages or liability, to any persons and/or agencies for damage to property regardless of how such injury or damages, caused, sustained or alleged to have been sustained by the volunteer or by others as a result of any coordination or occurrence whatsoever related to the operation of SPiN Cafe.

\_\_\_ It is the volunteer's responsibility to report any injury promptly to the staff that is on that shift. It is also agreed that the volunteer will follow all laws, safety rules, regulations and policies as set forth by SPiN Cafe.

\_\_\_ **Photo release:** I hereby authorize the use of my images, stories and quotes for future SPiN Cafe publications and productions on behalf of SPiN Cafe. I do so with the understanding that I will raise awareness about SPiN Cafe and its services, to raise money and in-kind donations as well as recruit volunteers to support SPiN Cafe. The publicity includes, but is not limited to 1) Articles in publications and displays such as newsletters, brochures, social media sites, annual reports, exhibits, etc. 2) Mailings sent to SPiN Cafe constituents and to the general public, 3) media publicity and productions including television, radio and newspaper.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please mail to the address above or bring to SPiN Cafe, operating at St. Stephen's Episcopal Church, 555 SE Regatta Dr. between 6:30 am and 5:30 pm, M-F or contact Michele Chapman, Executive Director at 360-929-0281

**Thank you so very much for your interest in volunteering at SPiN Cafe. We value our volunteers and hope that you find your work here fulfilling. Know that you are doing a good work for people in need.**

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**Volunteer Checklist**

\_\_\_\_\_ Volunteer agrees to adhere to all Covid-19 guidelines according to Washington State guidelines.

\_\_\_\_\_ Volunteer has received and read the Spin Cafe' Code of Conduct signifying that they understand that this Code of Conduct applies to employees, volunteers and guests.

\_\_\_\_\_ Volunteer has received and read the Spin Cafe' Code of Ethics signifying their agreement to adhere to all policies and procedures established by the Board of Directors in the performance of all duties while volunteering at Spin Cafe'.

\_\_\_\_\_ Volunteer has received and read the Spin Cafe' document titled *Service Suspension and Reinstatement Policy* as pertaining to guests and patrons.

\_\_\_\_\_ Volunteer agrees to adhere to Spin Cafe's Food Service Guidelines.

\_\_\_\_\_ Volunteer agrees to obtain a Washington State Food Worker Card and provide a copy to the Executive Director.

\_\_\_\_\_ Volunteer understands that volunteering with Spin Cafe' is considered a medium exposure risk to Covid-19

\_\_\_\_\_ Volunteer agrees to contact the Executive Director as soon as possible upon learning of a positive Covid-19 test result.

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### **Volunteer Duties**

All volunteers shall adhere to current Covid guidelines set forth by the State of Washington regarding masks/face coverings, PPE and social distancing.

Volunteers will assist staff in providing food and beverages to our guests, treating each with dignity and respect.

Duties include:

Daily sign in according to most current procedures

Make coffee, serve coffee, tea, lemon-aid, etc. Use protective gloves when appropriate

If serving food adhere to safety practices according to Washington State Food Handler's Guidelines

Help guests with adhering to Covid guidelines and social distancing in a respectful manner

Using appropriate PPE, volunteers will help clean tables and chairs, restrooms and vacuum floors.

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## **SPIN CAFÉ - Code of Conduct**

- Treat each other with respect
- Smoking is permitted in designated areas only
- SPIN Cafe' is a Drug and Alcohol Free Zone. Fighting, bullying, intimidation, and violence are not tolerated. Behavior that appears as such, will result in a suspension of services and may be reported to the police
- Vandalism will result in suspension of services and may be reported to the police
- Solicitation of money (panhandling), drugs, alcohol and prostitution are prohibited
- Do not sit on the tables (including picnic tables)
- Camping or sleeping on SPIN Cafe property is not permitted, however guests may sleep at their tables or on the floor near their table
- No loitering on SPIN property, and any property that SPiN uses, outside of business hours
- Please pick up after yourself
- Out of respect for other guests and our neighbors, please no loud music or yelling
- Please wear headphones inside SPIN when listening to personal devices
- Please do not dispose of personal trash in the garbage cans or dumpster
- Do not block the garbage cans or dumpster
- SPIN is not responsible for your personal property. Unattended belongings will be disposed of or donated to local programs
- Unattended tables will be cleared after 20 minutes
- Only service animals are permitted in SPiN, according to the Americans with Disabilities Act
- No open outside drinks are allowed in SPIN
- Weapons are prohibited (including concealed weapons)
- Only employees or scheduled volunteers are permitted behind the counter, on the stage, in store rooms, and in the refrigerators
- Guests not following the code of conduct will be asked to leave the premises

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## **Spin Cafe - Code of Ethics**

Spin Café, in this document, is defined as board members, executive director, staff and all non-guest volunteers.

1. Spin Café's primary responsibility is to promote the well-being of our guests.
2. Spin Café is aware of avoiding conflicts of interest that interfere with the exercise of discretion and impartial judgment. We shall inform guests when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the guests' interests primary and protects guests' interests to the greatest extent possible.
3. Spin Café shall not engage in dual or multiple relationships, nor engage in sexual activities and/or inappropriate sexual communications using technology or in person, or sexual contact with guests or former guests whether such contact is consensual or forced **for a period of 1 year after they have discontinued attendance at or received any service(s) provided by Spin Café**, in which there is a risk of exploitation or potential harm to the guest.
4. Spin Café shall avoid communication using technology (such as social networking sites, online chat, email, text messages, telephone, and video) for personal or non-work-related purposes with guests **or former guests, for a period of 1 year after they have discontinued attendance at or received any service(s) provided by Spin Cafe**
5. Spin Café shall avoid accepting requests from or engaging in personal relationships with guests on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to guests.
6. Spin Café shall respect guests' right to privacy except for compelling reasons and, once shared, standards of confidentiality apply.
7. Spin Café and not our guests, assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
8. Spin Café shall not sexually harass guests. Sexual harassment includes sexual advances; sexual solicitation; requests for sexual favors; and other verbal, written, electronic, or physical contact of a sexual nature.
9. Spin Café should not use derogatory language in their written, verbal, or electronic communications to or about guests.
10. Spin Café should use accurate and respectful language in all communications to and about guests.

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11. Spin Café shall cooperate with colleagues and with colleagues of other professions when such cooperation serves the well-being of guests.
12. Spin Café shall respect confidential information shared by colleagues in the course of their professional relationships.
13. Spin Café staff shall be appropriately dressed during business hours.
14. Spin Café shall enforce our Code of Ethics and Code of Conduct in all areas of Spin Cafe including outside the immediate area of the physical Spin Café.
15. Spin Café shall enforce the **Suspension of Service and Reinstatement Policy** involving any type of substance use, alcohol use, or ruckus and rowdy behavior by our guests in or around Spin Cafe. Abuse of these guidelines will warrant the removal of the guests involved.
16. Spin Café shall take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues, including unethical conduct using technology.
17. Spin Café, when we believe that a colleague has acted unethically, should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
18. Spin Café *Board of Directors* should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible.
19. Continuing education and staff development should address current knowledge and emerging developments related to practice and ethics.
20. Spin Café shall not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability
21. Spin Café shall not participate in, condone, or be associated with dishonesty, fraud, or deception.
22. Spin Café shall not allow our own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with our judgment and performance or to jeopardize the best interests of people for whom we serve.



## **Service Suspension and Reinstatement Policy**

While it is never our desire to have to ask our guests and patrons to leave the property, violations of our **Code of Conduct Policy** may result in a suspension of services and possible legal action. Guest suspensions are based on the severity of the infraction.

1. Infractions that jeopardize the safety of our patrons, volunteers, staff, and board members, will automatically result in a one-year trespass
2. Infractions that impair our ability to provide services to other patrons, will result in a suspension of services for one week or longer
3. Violations of our **Code of Conduct Policy** will result in a progressive suspension for one day, one week, one month or one year dependent on the severity and or frequency of the violation.
4. If a guest or volunteer is asked to leave for a week or longer, the guest or volunteer will have to attend a reconciliation meeting prior to having services reinstated.
5. A reconciliation meeting does not automatically result in a reinstatement of services.
6. SPIN Staff and Board members reserve the right to determine whether reinstatement of services is in the best interest of the organization
7. Only Staff members or a designated representative may impose a suspension of services.
8. A reconciliation team is composed of the guest, executive director (or an executive board representative in the absence of the executive director), and the involved staff member(s).

## **SPIN Café**

### **Food Service Guidelines**

#### **These rules are to be provided to all Volunteers**

- All persons serving **MUST** have a valid Food Worker Card with the State of Washington ( [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) )
- All persons serving must follow the guidelines as outlined in the Food Workers Card training manual
- All Volunteers will have read the Code of Ethics and Code of Conduct for SPIN Cafe
- Hours of Operations for Meal Services are 4:15 pm to 5:30 pm Tuesday, Wednesday and Thursdays
- Volunteers are asked to arrive by 4:00 pm in order to assist in preparations prior to service commencement and remain to complete clean up requirements until 5:30, unless released earlier by Tangiler.
- When you arrive, please sign in and out using the Staff/Volunteer Sign Up Sheet. This method documents volunteer hours for future grant and funding applications.
- All meals are prepared offsite and are scheduled to be delivered no later than 4:00PM
- Oversight of Volunteers will be led by Tangiler London or her designee.

#### **Preparations for Meal Service**

1. Volunteers upon arrival should validate that the following items are completed prior to the start of meal service:
  - Tables and chairs are all set up to receive our guests
  - Containers to serve Iced Tea, Lemonade and water are all full. If you need to fill the containers, please follow posted instructions.
  - See that sufficient flatware and napkins are available near the serving area.
2. Designate who (1 or 2 persons) will be serving the food onto plates
  - Whenever handling food items, Volunteers **MUST WEAR GLOVES**.

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**Take out meals**

Take out meals are permitted and must be counted with the total dinner count

**After Meal Service Tasks**

1. Volunteers will assist in cleaning tables and chairs following completion of the meal service and begin no later than 5:30 PM. Commencement of this task may begin as early as 5:00 PM if directed by Tangiler London due to all guests having been served and are no longer inside the building using the table and chairs.
2. If no guests volunteers are available, volunteers are asked to clean all above items before departing

**Other notes to Volunteers**

Volunteers are asked to bring any guest behavior in violation of the Code of Conduct to the attention of Tangiler London or another staff member. Please do not involve yourselves in correcting our guests' behaviors.

If the situation warrants, please call 911 and advise them you are at SPiN Café and tell them which church you are located.