Becoming a Volunteer at

HUNTINGTON’S KITCHEN

911 Third Avenue
Huntington, WV 25701
304.522.0887
www.hunttings-kitchen.org
Thank you for your interest in becoming a volunteer at Huntington’s Kitchen!

Volunteers are a vital part of the success of Huntington’s Kitchen and an essential part of Cabell Huntington Hospital. We offer a variety of volunteer opportunities with varying levels of responsibility, allowing you to volunteer as best fits your schedule. No matter your skills, talents or available time, we will work with you to find an opportunity to let you get as involved at the Kitchen as you want to be.

At Huntington’s Kitchen, we understand and appreciate the sacrifice of your time and talents – and we thank you.

To become an approved volunteer, you will need to:
• Meet with the Kitchen Manager who will give you this packet of information.
• Read through the packet in its entirety and complete all forms included.
• When you are finished, call the Volunteer Services and Guest Relations Manager at 304.526.2113 to schedule an orientation date and time.
• Bring this completed packet with you to orientation.
• The Volunteer Services and Guest Relations Manager will then notify you if you have been approved as a Cabell Huntington Hospital and Huntington’s Kitchen volunteer.
• Attend orientation with the Kitchen Manager at Huntington’s Kitchen.
• Start volunteering!

In this packet, you will find all the information necessary to become a volunteer at Huntington’s Kitchen:

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If at any time you have any questions about volunteering at the Kitchen, please call 304.522.0887.
Our Background and Mission

Huntington’s Kitchen, located at 911 Third Avenue across from Pullman Square, first opened in 2009 during the Food Revolution brought by British Chef Jamie Oliver. After several years of operation under the direction of Ebenezer Medical Outreach, Inc., Cabell Huntington Hospital (CHH) has now assumed management of the facility. CHH is dedicated to expanding cooking courses and health and wellness classes to continue the mission that started Jamie Oliver’s “Food Revolution.”

Huntington’s Kitchen is a community health outreach center, where people come to learn, cook and experience everything that well-prepared food and healthy living have to offer. The facility boasts a fully equipped kitchen that accommodates 16-20 cooking students, and is a great environment for hosting cooking classes, on-site cooking demonstrations, community meetings and fun, food-related events and activities.

We host many different classes each month; however, our schedule typically features activities related to:
- Cooking Basics
- Recipes and Ingredients
- Nutrition Basics
- Using Local and Seasonal Food
- Shopping on a Budget

We also host special activities for more experienced cooks and diners as well as classes specifically designed to meet the needs of patients and their families.

At times, Huntington’s Kitchen serves as community health outreach for Cabell Huntington Hospital by offering free health screenings for early detection of certain diseases. We actively promote the importance of healthy behaviors to improve quality of life.
Cabell Huntington Hospital has a clear mission, vision and core values that the organization strives to meet. As a Huntington’s Kitchen volunteer, you, too, will help to ensure that CHH meets its goals.

Our Mission
• To meet your lifetime healthcare needs
• To provide an atmosphere of service, quality and efficiency
• To maintain an emphasis on healthcare education

Our Vision
• To be the hospital of choice for all ages in the communities we serve

Our Values
• Caring - Anticipating and meeting the needs of others in a compassionate manner
• Integrity - Acting honestly and responsibly in everything we do
• Respect - Honoring and holding in high esteem those with whom we work and serve
• Commitment - Taking individual responsibility for fulfilling our mission
• Loyalty - Being devoted to our customers and our organization
• Excellence - Achieving the highest standards of performance

Our mission at Huntington’s Kitchen builds on the goals of Cabell Huntington Hospital to help prevent and reduce diet-related disease through education about healthy food and healthy cooking and to share information with everyone, regardless of cooking experience.
Volunteer Opportunities Available

Huntington’s Kitchen depends on quality volunteers who share in our mission of providing education about healthy food and cooking to our community. Volunteers are a vital part of the success of the Kitchen. Simply put, we can’t do this without you.

At Huntington’s Kitchen, we have volunteer opportunities for everyone – regardless of your experience in the kitchen or the amount of time you can spare. There are volunteer opportunities available in the mornings, afternoons or evenings and you can volunteer for a regular shift, a series of classes or only for a one-time event.

• **Teach Classes**
  – If you have a passion for teaching or want to share your expertise in the kitchen, we welcome you to work with the Kitchen Manager to develop a class that can be offered to our community.

• **Aid in Classes and Demonstrations**
  – Without kitchen helpers, our Kitchen Manager could not successfully carry out most classes and demonstrations. From helping to prep food to helping class participants, volunteers are vital to well-organized and managed classes.

• **Office Help**
  – By helping to answer the phones, volunteers can be a valuable resource by providing class information and securing registrations for upcoming classes.
  – If you are tech savvy, you may be interested in monitoring social media or helping to send out emails with information on upcoming classes, or reaching out to guests to thank them for visiting and encouraging them to visit the Kitchen in the future.
  – Registering our guests, taking payments and supplying receipts is also another great way in which you can get involved.

• **Clean Up Crew**
  – We can always use an extra set of hands helping to clean and organize the Kitchen getting it ready for the next event.

Everyone can find a way to lend a helping hand at Huntington’s Kitchen!
Expectations of Volunteers

At Cabell Huntington Hospital and Huntington’s Kitchen, we strive to provide the best customer service for each of our guests. We expect nothing less from our volunteers as well. Whether you are answering the phone or greeting a guest at the door, we want to treat everyone with respect and gratitude.

Our Values

- **Caring** - Anticipating and meeting the needs of others in a compassionate manner.
- **Integrity** – Acting honestly and responsibly in everything we do.
- **Respect** - Honoring and holding in high esteem those with whom we work and serve.
- **Commitment** - Taking individual responsibility for fulfilling our mission.
- **Loyalty** - Being devoted to our customers and our organization.
- **Excellence** - Achieving the highest standards of performance.

Additionally, we expect our volunteers to be dependable and respectful. Without you, the Kitchen can’t be a success and we are depending on you.

By providing a pleasant and upbeat environment, we hope that not only will our guests enjoy themselves, but you will as well. Learning and having fun is what it’s all about!

“I wanted to be a volunteer at Huntington’s Kitchen because as a dietetics student, I wanted to gain hands-on experience sharing the message of health. As a local, I think it is essential that we support one another in our mission for our community and personal health is important to me.”

— Michaela Richardson, Junior at Marshall University
How to Become a Volunteer

You have already taken the first step in becoming a Huntington’s Kitchen Volunteer!

What’s next:

• Read through all the information and contact the Kitchen Manager at 304.522.0887 if you have any questions.

• Please fill out the two forms included:

1. Application for Volunteer Services - Please fill out this form in its entirety.
   • Personal Information
     • This will provide us with the best way in which to contact you.
     • We also ask for a contact in case of an emergency.
   • Work Experience
     • Please list any previous or current volunteer experience.
     • Also, please let us know if you are currently employed.
   • Education
     • Please briefly list your educational background.
   • References
     • Please provide one medical reference (only if you have been referred by your doctor).
     • And, two personal references that we may contact that can describe your character and personality.
   • General Information
     • If you have any restrictions to your Volunteer capabilities, please explain in this section.
   • Interests
     • Please answer this section honestly and fully. We want to make sure that we can accommodate everyone and that you enjoy your experience as a Huntington’s Kitchen Volunteer.
   • Availability
     • We understand that schedules change and we are willing to work with anyone interested in volunteering their time at the Kitchen. Please provide us with which days and times that would best fit your schedule.

• Please sign and date this form.

2. Disclosure and Authorization

• Please read the disclosure and all information fully and carefully and provide all information requested on the Authorization.

• If you have any questions regarding this form, please contact the Volunteer Services and Guest Relations Manager at 304.526.2113.
Once you have this information complete, please call the Volunteer Services and Guest Relations Manager to schedule an appointment. The Volunteer Services and Guest Relations Manager will contact you and will work to find a mutually acceptable date and time for you to complete the Cabell Huntington Hospital Volunteer Services Orientation. On that date and time, please bring your completed packet with you. This orientation will take about an hour to complete and will include a routine TB Test and drug screen. Both of these are free of charge to you.

Once all of this is complete and results are back from your tests, you will be notified by either the Volunteer Services and Guest Relations Manager or the Kitchen Manager that you have been approved as a volunteer.

Orientation to the Kitchen will occur at a later date with the Kitchen Manager where you will learn about greeting guests, security measures, where things are located in the Kitchen and other vital information that will guarantee you have a safe and enjoyable time while volunteering at Huntington’s Kitchen.

We thank you in advance for your cooperation with the process of becoming an approved volunteer. We recognize the commitment that you are making and want to provide you and our guests with the proper steps to ensure that not only are we providing a safe and respectful environment for guests of the Kitchen, but we are also able to fulfill your goals and that you enjoy your time as a volunteer.

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*I like to volunteer at Huntington’s Kitchen to share my knowledge of cooking and healthy eating to improve the health of community and I love to cook."

— Daniel Jarvis, MS, RD, LD, Clinical Dietician, Cabell Huntington Hospital
Benefits of Volunteering at Cabell Huntington Hospital and Huntington’s Kitchen

Volunteers of Huntington’s Kitchen enjoy the same benefits as volunteers at Cabell Huntington Hospital, including:

• A 10% discount at the CHH Gift Shop.
• Invitations to special hospital events.
• Free meals in the CHH cafeteria on days you volunteer.
• Pharmacy discount after 90 calendar days of service.
  – You must see a CHH or MU employed physician.
  – You must maintain a minimum of eight volunteer service hours per month as logged by CERVIS, a tracking system for hours to be used for time keeping.
• A bi-annual volunteer appreciation dinner is presented by Huntington’s Kitchen to those that have volunteered twelve hours or more within the previous 6 months.

To recognize your commitment, we offer awards to our volunteers.
• Volunteers earn service hours for their volunteer time, including hours worked and training time.
• Service Awards are presented for the first 500 hours served, each 1000 hours served thereafter, and at each five-year anniversary.
• Volunteers may have an opportunity to participate in our public relations and marketing initiatives.
• Volunteers are recognized each spring during National Volunteer Week.

We thank you for your interest in becoming a volunteer at Huntington’s Kitchen!

“I like to volunteer at Huntington’s Kitchen because as a mother of two and a wife, my time is limited and I feel that as a stay at home mom and a full time student, I can both teach and learn at Huntington’s Kitchen. I love to cook and I am always looking for healthier ways of cooking for my family. Huntington’s Kitchen helps me do that.”

— Amy McCallister Ethel, Senior at Marshall University
APPLICATION FOR VOLUNTEER SERVICES
Cabell Huntington Hospital

PERSONAL INFORMATION

Name: ___________________________ Date: __________
Street Address: ____________________ Apt No: ________
City: ____________________________ State: ________ Zip: ________
Phone: ___________________________ E-Mail: ______________
Date of Birth (do not list year of birth): Month: ___________ Day: __________
Employer: __________________________ Business Phone: ____________
Business Address: _________________________________________
In case of emergency, contact: ___________________________ Phone: __________

WORK EXPERIENCE

Volunteer Experience: Organization: ___________________________ Years: _______
Organization: ___________________________ Years: _______
Recent Paid Experience: Organization: ___________________________ Title: _________

EDUCATION

High School: ___________________________ City: ___________________________ St: ______
College/University: ___________________________ City: ___________________________ St: ______
Special Training: ___________________________ City: ___________________________ St: ______

REFERENCES

Medical Reference: ___________________________ Phone: __________
Personal Reference: ___________________________ Phone: __________
Phone: ___________________________ Phone: __________

RECEIVED ____________ REFERENCES ____________ BACKGROUND CK ____________
ORIENTATION ____________ TB TEST ____________ ASSIGNMENT ____________
GENERAL INFORMATION

Why did you decide to apply to become a volunteer at Cabell Huntington Hospital?

________________________________________________________________________

________________________________________________________________________

Are there work activities or conditions you must avoid? ______ If yes, please explain:

________________________________________________________________________

________________________________________________________________________

Have you ever been convicted of a crime? ______ If yes, explain when, where and the disposition of the case:

________________________________________________________________________

________________________________________________________________________

INTERESTS

Meeting New People YES NO Retail Sales YES NO Computers YES NO

Working with Patients YES NO Fundraising YES NO Office Admin. YES NO

Are you interested in becoming a member of the Cabell Huntington Hospital Auxiliary? YES NO

AVAILABILITY

Please indicate (X) which days and hours you will be available to volunteer:

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<th>HOURS</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<td>4:00 pm to 8:00 pm</td>
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Your signature indicates your approval for us to check references and conduct a background check. Cabell Huntington Hospital is not obligated to provide placement, nor are you obligated to accept a position offered.

Signature: ____________________________________________ Date: ______________

Opportunities for volunteer service are provided without regard to religion, race, gender, creed, age, or national origin.
DISCLOSURE AND AUTHORIZATION FORM

Cabell Huntington Hospital, Inc. ("the Company") may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the Company, throughout your employment.

HireRight, Inc., or another consumer reporting agency, will obtain the reports for the Company. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.
ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, New York or Washington applicant, please also note:

**CALIFORNIA:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**NEW YORK:** You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**WASHINGTON STATE:** If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as HireRight, Inc., to the Company and its designated representatives and agents. I understand that if the Company hires me, my consent will apply, and the Company may obtain reports, throughout my employment.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any reports that may be requested by or on behalf of the Company.

California, Minnesota or Oklahoma applicants only – You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

☐ I wish to receive a free copy of the report.

Applicant Last Name __________________________ First __________________________ Middle __________________________

Any other Names Used________________________________________________________

Applicant Signature ___________________________________________ Date __________

Social Security #________________________________________________________

Date of Birth (for ID purposes only)______________________________

Present

Address________________________________________________________

City/State/Zip_______________________________________________________

Driver's License# __________ State: __________

Email Address ________________________________________________

Phone #________________________________________________________