



Boccardo Reception Center Food Service Guidelines

2011 Little Orchard Street
San Jose, CA 95125
408-294-2100 x200

Thank YOU for volunteering with EHC LifeBuilders.
Here are some guidelines for volunteering at the Boccardo Reception Center:

REQUIREMENT: Proof you are free from TB on file BEFORE volunteering.

TB Clearance:

Verification note from doctor or clinic that you are free of TB on file before you can volunteer. Will accept verification from last three years. Verification from this year will be on file and valid for next three years. Fax verification with name, group name, and date of meal service to: Volunteer Coordinator 408 957 0253

Attire/Checking in:

For your safety, please refrain from wearing open toed shoes, shorts, and tank tops. We will provide you with hairnets and aprons.

When you arrive please check in with the front desk and notify them that you are here to serve a meal and work in the kitchen.

Please leave valuables in the car; we do not have locker storage.

Please sign in!

Individuals and Groups have separate binders; please print legibly and provide all information, signing in and out.

Requests for verification of hours:

If you have required hours, your supervisor, the chef on duty can sign any paperwork for you and verify hours for you.

For scheduling please email your requests to: BRCVolunteerContact@ehclifebuilders.org.

Lunch: 11am to 1pm or Dinner: 4pm to 6:30pm, seven days a week