



Do Good Restaurant and Ministry
 25 West Main Street
 Osgood, Ohio 45351
 419-582-GOOD (4663)
 www.dogoodrm.com

Do Good Restaurant and Ministry Volunteer and Employee Application

We would like to express our sincere gratitude for your time, talents, and contributions for Do Good Restaurant and Ministry. We are very excited to have you be a part of something that will be so fruitful for His kingdom. Please keep Do Good and all of those who serve it in your prayers. Thank you, and God bless you!

Date of Application: _____ Contact Hillary with questions: 419-305-5531

Completed applications can be submitted by email or mail:

- Email: hillarylange@dogoodrm.com
- USPS: Attn: Hillary Lange
- Do Good Restaurant and Ministry
 25 W. Main Street
 Osgood, Ohio 45351

Contact Information

Name (first, middle, last): _____ Gender: _____

Have you ever used a different name? If so, what name and when? _____

Street Address: _____

City, State, Zip Code: _____

E-Mail Address: _____ Date of Birth: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Do you text? Yes No Social Security Number: _____

Do you have Facebook? Yes No Do you follow us on Facebook? Yes No

Do you have Instagram? Yes No Do you follow us on Instagram? Yes No

Preferred method of contact: _____ Preferred time of day to contact: _____

Person(s) to Notify in Case of Emergency

Name: _____

Street Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail Address: _____



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Relationship: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Relationship: _____

Physician Name: _____

Name of Practice: _____

Telephone Number: _____

Availability

- Please provide your availability for the time slots below for the foreseeable future. Please inform Hillary as your availability changes.
- We would like a commitment of no less than 3 hours per shift to keep a consistent and steady flow for the restaurant.
- We will not schedule you for all the available hours you list—only the total hours you are offering to volunteer. This allows us flexibility in filling the shifts.
- In the case of emergency, please contact the manager on duty or Hillary when it is last minute, and please help find a cover. If you know ahead of time, you should switch shifts or get a sub through the Homebase App. If you cannot get a sub, please contact Hillary.

When are you available for volunteer assignments? (minimum 3 hours per shift)

____:____ am pm to ____:____ am pm Monday
 ____:____ am pm to ____:____ am pm Tuesday
 ____:____ am pm to ____:____ am pm Wednesday
 ____:____ am pm to ____:____ am pm Thursday
 ____:____ am pm to ____:____ am pm Friday
 ____:____ am pm to ____:____ am pm Saturday

What are the number of hours that you are available to volunteer each week?

- As needed
- 1-5
- 5-10
- 10-15
- 15-20
- 20-25
- 25-30
- 30+



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Interests for Volunteering and Employment

In which areas are you best suited to help? Please note that we hope to cross-train you in several areas to broaden your skills and to help cover other areas in need. Also, we will be training you to meet code, regulation, and company values.

Are you interested in a paid position?

- No
- Yes: part-time full-time
- Maybe later: part-time full-time
- I want to do a mix of paid and volunteer

Ministry

- A Walk with Job
- Bible Studies
- Christ Covered Child
- Exercise Ministry
- Growing Your Faith
- Health and Wellness Clinic
- Honor Meals
- Hope and Healing
- Kids 4 Christ
- Story Hour with Jesus
- Tutoring Ministry
- Misc. Event or Activity Help
- Other: _____

Restaurant

- Line Cook
- Deli
- Prep
- Expeditor
- Runner
- Dishwasher
- Building Maintenance
- Housekeeping
- Laundry Room
- Supervisor
- Hostess
- Server
- Busser
- Cashier/Bartender
- Ground Maintenance
- Office Help
- Art, Design, Photography
- Misc. Help as Needed
- Other: _____

Certifications

Everyone will be given the opportunity to become CPR certified at no charge.

Do you have a valid certification for:

1. CPR Yes No
2. First Aid Yes No
3. Pediatric Yes No
4. Lifeguard Yes No



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When Driving Is Required

Do you have your own transportation? Yes No
Valid driver's license? Yes No DL # _____ State _____
Auto liability insurance? Yes No Company: _____
Policy # _____
Do you have a valid CDL license? Yes No
Do you possess a youth bus/school bus driver's certificate? Yes No

About You

Do you have any disabilities or difficulties that we should know about that will help us place you in a desired volunteer position or allow us to give you the assistance, environment, or supplies needed to carry out your position? This information will stay confidential.

List any experience involving children and youth.

List any education, experience, certifications, or other training relevant to the positions.

Why do you want to serve in this position? How do you hope to benefit?

List the qualifications, skills, or talents you have that will be beneficial to this position.

List anything you would like to share with us that is not a part of this application.



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Criminal History

Do not include civil, closed, or expunged proceedings.

- Have you ever been convicted of a criminal offense or plead guilty to a crime, either a misdemeanor or a felony? Yes No
- Do you currently have any criminal actions pending in which you are the Defendant? Yes No
- Are you currently on probation or parole? Yes No
- If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense, and the county and state in which it occurred.

-
-
- Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children and youth? Yes No If yes, please provide details.

Our Policy

This application does not discriminate in securing volunteers on the basis of race, color, religious creed, national origin, sex, or ancestry; or on the basis of age against persons whose age is over 40 or on the basis of handicap or disability and any other characteristic required by law. No question on this form is intended to secure information to be used for such discrimination.

Volunteers may not put themselves in a position in which they are alone with a single child and cannot be observed by others. Allegations or suspicions of child abuse are taken seriously and are reported to police and/or state agencies for investigation.

There will be a background check to ensure the safety and well-being of our employees, volunteers, and customers.

All information is kept confidential and secure. Thank you for completing this application form and for your interest in volunteering with us.



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Agreement and Signature

I hereby affirm that my answers to questions on the application are true and correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably, understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as an employee/volunteer and that it may result in immediate denial of this application or termination of my volunteer services regardless of when or how discovered; and that my service is subject to government regulations, Do Good review and acceptance of background check, proof of license and insurance, and proof of minimum age.

I hereby acknowledge that I have read and understand the above statements and that I voluntarily sign this affirmation. I understand that this application is not valid without my signature.

Full Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Forms

- ___ Application
- ___ Health
- ___ Covid Waiver
- ___ Handbook
- ___ Direct Deposit
- ___ W-4
- ___ I-9
- ___ 2 forms of ID
- ___ IT-4
- ___ Minor Work Form
- ___ Ohio New Reporting

Data

- ___ Forms Completed
- ___ Homebase Profile
- ___ Toast Profile
- ___ Name Badge: _____
- ___ Phones: HL, LM
- ___ Excel: HL, KH
- ___ Paid or Volunteer: _____
- ___ Date of Hire: _____
- ___ Date of Leave: _____
- ___ Clock In Number: _____
- ___ Review Anniversary: _____
- ___ Disciplinary Actions: _____



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Do Good Restaurant and Ministry Details for Volunteers and Employees

Mission

The mission of the Do Good Restaurant and Ministry is to spread God's Word through service and food, and to feed people's bodies, minds, and souls.

Restaurant Roles and Brief Description

- **Line Cook:** Setting up and stocking stations with all necessary supplies. Preparing food for service. Cooking menu items to order.
- **Deli:** Making salads, desserts, and cold appetizers.
- **Prep:** This is more of a morning or early afternoon position. Getting food ready for the line cooks for the day and stocking up the coolers, preparing ingredients by washing and chopping vegetables, preparing appetizers and sauces, and slicing meat. Basic cooking duties as needed.
- **Expeditor:** Ensuring that kitchen orders have been properly prepared before being served to the table. This is a stationary position and minimal walking is required. The position is the mediator between the front of house and back of house. Good communication skills are vital. Minimal prep is done before the food goes to the tables, for example, preparing the sauces and butters for tables.
- **Runner:** Delivering food to the customers' tables in a timely and friendly manner.
- **Dishwasher:** Washing dishes, utensils, glassware, flatware, pots, and pans, using dishwashers or by hand. Maintaining dish work areas, equipment, and utensils in clean and orderly condition. May also need to restock clean items. Taking out all trash.
- **Building Maintenance:** Fixing and maintaining mechanical equipment, buildings, and machines. Tasks include plumbing work, flooring repair and upkeep, electrical repairs, and heating and air conditioning system maintenance.
- **Housekeeping:** Cleaning designated facility areas (dusting, sweeping, mopping, cleaning ceiling vents, restroom cleaning etc.), restocking bathrooms with toilet paper and towels, and documenting items that need attention for maintenance.
- **Laundry Room:** Washing, drying, ironing, hanging aprons, napkins, and uniform shirts.
- **Supervisor:** These professionals manage a restaurant's kitchen and waitstaff, maintain inventory control, oversee food preparation, and make sure all food safety guidelines are strictly followed. They train staff and perform opening and closing duties.
- **Hostess:** A hostess or host is the first face the customers see when they enter the restaurant and the last when they

leave, takes their reservations or puts them on a waiting list, gives them menus, and shows them to their seats. Duties also include handling phone calls and customer queries about the restaurant and menu, and assisting various restaurant staff whenever necessary.

- **Server:** Taking orders on the easy to use handhelds, answering questions about the menu and food, selling the restaurant's food and drinks, taking payments by card on the handheld, communicating orders with the expeditor, seating customers when the hostess is unavailable, pre-bussing tables, helping with customer service, and cleaning. It is helpful to be a multi-tasker.
- **Busser:** Cleaning tables, taking plates, utensils and drinkware to the dishroom to be washed, and resetting tables for the next service. You may need to help the dishroom if they are backed up.
- **Cashier/Bartender:** Preparing all beer and wine for customer orders, interacting with customers, taking over the phone orders and occasionally serving food and drinks for bar customers, assessing bar customers' needs and preferences, running the cash register, checking out all to go orders. You must be 18 to be in this position and ready to spark conversations with customers. This is a very important multi-tasking and customer service position.
- **Ground Maintenance:** Seasonal work which may include snow/ice removal, raking leaves, mowing lawn, pulling weeds, mulching, trimming bushes, maintaining, sweeping the patio and sidewalks, watering flowers, and moving patio furniture in and out of storage.
- **Office Help:** Miscellaneous office duties.
- **Art, Design, Photography:** If you have artistic talents, let us know, and we will let you know how you can help.

Ministry Roles and Brief Description

- **A Walk with Job:** A support group for those suffering from the loss of a loved one, suffering from the loss of a loved one from suicide, and suffering due to anxiety and depression.
- **Bible Studies:** A variety of bible studies are be offered for youth, teens, and adults who are interested in learning more about God's word and bringing the Bible alive in their lives.
- **Christ Covered Child:** Every baby born in our area is provided a free blanket, cap, or bonnet. It also comes with scripture reminding the baby's parents to cover their baby from head to toe in Christ and wrap them in His love. Blanket production needs people to cut fabric, sew borders, and embroider. Cap and bonnet production needs people to cut fabric, sew from patterns, and embroider.

Brothers and sisters, while we are here let us do good.
Volunteer and Employee Details Version 2.2023 Page A



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Burp cloths are also offered and need people to cut, sew edges, and embroider. Finally, we offer crocheted and knitted hats which we provide the pattern and yarn for assembly.

- **Exercise Ministry:** Let us help you take care of your body as we are made in the image and likeness of the Lord. We will start off with Soul Core, Sit and Fit, Sit and Stretch.
- **Growing Your Faith:** Each month we offer a gathering for people to grow your faith. The topics are all Christian and range from dynamic speakers, authors, panels to question, and concerts.
- **Health and Wellness Clinic:** A future ministry that will provide those in need with free health care, assisting those who can not afford the care they need to stay healthy.
- **Honor Meals:** Free meals will be given to volunteers to thank them for the time they give to charitable organizations.
- **Hope and Healing:** Confidential meetings supporting parents sharing the grief the loss of an infant through miscarriage, stillbirth, and loss at birth. There is also a separate group for those who have lost a child.
- **Kids 4 Christ:** For children 4–10 years old. It is a Christian event centered around a theme including craft, story, and snack. It takes place on the third and fourth Saturday of the month, with different themes each month.
- **Story Hour with Jesus:** Toddlers enjoy a story, craft, songs, and light snack, all to help them grow in knowledge and love of our Lord and Savior Jesus Christ for an hour each Wednesday.
- **Tutoring Ministry:** Any student K–12 who would like some extra help with their studies will be offered free tutoring.
- **Misc. Event or Activity Help**

Carnival for Christ, Casting Nets concert (yearly), Meet Mary Our (father/son retreat), Easter Hutch Mother (mother/daughter retreat), and Egg Hunt, Holy Halloween, Wrapping Gifts in Love day for kids to wrap gifts for loved ones, Sewers, seamstresses, and embroiderers for our Christ Covered Child, Hope and Healing (grieving ministry), Live Children's Nativity, Story Hour with Jesus, Nativity Nights (pictures of your family in costumes depicting the Nativity), Mary's Wardrobe, and others, Out-Passover and Seder Meal Celebration, Praise and worship outdoor and more!

Hours for Restaurant and Ministry

Please start thinking about the times that you think you would be interested in sharing your time and talents. The below hours is when the restaurant is open, and all ministries and events will be worked on those days and during those range of hours.

- **Monday - Thursday:** The restaurant will be open from 6:30 AM - 8:00 PM (9:00 PM during summer months) but

we will need help from 6:00 AM - 10:00 PM

- **Friday:** The restaurant will be open from 6:30 AM - 8:30 PM (9:30 PM during summer months) but we will need help from 6:00 AM - 10:00 PM
- **Saturday:** The restaurant will be open from 8:30 AM - 8:30 PM (9:30 PM during summer months) but we will need help from 8:00 AM - 10:00 PM
- **Sunday:** Our Lord's day. Closed.

Application Form

All questions should be directed to Hillary Lange at hillarylange@dogoodrm.com or call/text at 419-305-5531. Please take home extra copies to share with family and friends or ask Hillary for a pdf to print yourself and share.

First Day Exceptions

- **Training:** Hillary will send you a link to start watching TOAST training videos to learn how the platform works. You will not be able to watch them in Safari. It works best to view it in Google Chrome or Internet Explorer. You cannot view it on your iPhone or any tablet. Please use your computer. If you do not have access to a computer please let us know and we can assist.
- **Paperwork:** Hillary or your manager will have the appropriate paper work for you. Without the application form already filled out, you will not be able to clock in. All paperwork must be filled out the following time you are scheduled to come in.
- **Employment:** If you are paid, you will be paid the following week's worth of work the week after your paperwork is provided. Direct deposits are made on Wednesdays.
- **What to Wear:** clean closed toed shoes fit for slick floors of the restaurant like tennis shoes, black pants or skirts that must go past your knees, a shirt will be provided (red t-shirt if you are in the kitchen, white polo if you are with the patrons), hair tied back if it is longer than your shoulder if you are with the patrons, and in a hair net or under the Do Good red and black hat if you are in the kitchen preparing food
- **Who to See:** Hillary Lange or the manger on duty who will direct you to the areas you need to be and the people you need to work with.
- **Where to Park:** Only in the back parking lot or along the road touching the parking lot, or across the street in the Sunrise Company gravel parking lot (read signage)

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Volunteer and Employee Details Version 2.2023 Page B