

Catering Volunteer Food and Nutrition Services

Volunteers will assist in the kitchen and with the special event in a number of various duties including set-up and tear-down of table service, dishwashing, and waiting on tables.

QUALIFICATIONS:

- Ability to communicate clearly, including the ability to read and write.
- Ability to follow instructions and work cooperatively with others.
- Ability to count and keep inventory reports.
- Experience with nutrition service programs preferred.
- Ability to lift 20-30 lbs.
- Maintain proper hygiene.
- Must be creative and have the ability to deal with ambiguity and change on a routine basis.
- Successful completion of a background check.

DUTIES:

- Set-up and tear-down of table service for congregate dining area or special events.
- Clearing tables, loading and unloading the dishwasher.
- Maintains cleanliness of the kitchen and equipment in the area.
- Maintains a basic knowledge of the Senior Nutrition Program and other Council food service programs.
- Represent the Council for Older Adults in a friendly and courteous way at all times to fellow employees, meal recipients and the general public.
- This position could include any or all of the above duties and additional duties as assigned on a limited basis as needed.
- Maintain dress code of closed toe black shoes, white button down shirt and black pants.

TRAINING REQUIREMENT:

- Volunteer Mission, Vision and Values Orientation
- Food Safety Training

TIME REQUIREMENT: Schedules are varied and based on special event dates.

REPORTS TO: Catering Manager or Event Leader

Volunteer Signature _____

