

## **Cook's Assistant Food and Nutrition Services**

### **DESCRIPTION**

Volunteers will assist in the kitchen in a number of various duties. Volunteer will be assisting the cooks with the preparation work in preparing the meals for the Meals on Wheels Program.

### **QUALIFICATIONS**

- Nutrition or food service experience preferred.
- Maintain proper hygiene.
- Ability to count and keep inventory reports.
- Ability to lift 20-30 lbs.
- Ability to communicate clearly, including the ability to read and write.
- Ability to follow instructions and work cooperatively with others.
- Successfully complete a Bureau of Criminal Investigation background check.
- Must be creative and have the ability to deal with ambiguity and change on a routine basis.
- Must enjoy and respect older adults and be willing to work at building a positive relationship with the older adult.
- Successful completion of a background check.

### **DUTIES**

- Assist with measuring ingredients for the cook.
- Chopping, dicing and mixing for recipes.
- Assist with the preparation of meals.
- Assist with packaging of meals.
- May have to serve Meals on Wheels to cover breaks or kitchen shortages of staff.
- Maintain cleanliness of the kitchen and equipment in area.
- Be responsible for fulfilling any or all daily work tasks.
- Represent the Council for Older Adults in a friendly and courteous way at all times to fellow paid or unpaid staff, clients, customers and the general public.

### **TRAINING REQUIREMENT**

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

### **TIME REQUIREMENT**

One day per week as scheduled between 9 a.m. to 2:30 p.m., Monday through Friday.

### **REPORTS TO**

Kitchen Team Leader of Volunteers, Chef Supervisor and/or Lead Cook

**Volunteer Signature** \_\_\_\_\_