

Volunteer will assist the Food and Nutrition Lead Hostess in various jobs in the dining center at the Council for Older Adults.

## **QUALIFICATIONS**

- Nutrition service experience preferred.
- Ability to communicate effectively, including the ability to read and write.
- Ability to follow instructions and to work cooperatively with others.
- Must be physically able to perform duties required of the task.
- Ability to be creative, 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**

Under the supervision of the Lead Hostess assist in the on-site coordination of activities at assigned congregate dining center which could include any of the following duties.

- Report to designated area at assigned time, setting up tables and chairs, table service, condiments and beverages.
- Interact with clients making sure that each feels welcome and comfortable.
- Serve at the registration table, welcoming new participants and assist with any required paperwork.
- Carry food trays and serve food and beverages to program participants.
- Clean up facility, sanitize/cleans tables and chairs, dispose of trash and sweep/mop floors as needed.
- Assist in the coordination of special occasion luncheons.
- Comply with established policies and procedures of COA.
- Assist clients with paperwork required by federal Meals on Wheels programs.

## **TRAINING REQUIREMENT**

- Volunteer Mission Vision and Values Orientation
- Dining Center Orientation
- Any other required training to completed compliance requirements

## **TIME REQUIREMENT**

One day per week preferred between the hours of 11 a.m. to 2 p.m.

**REPORTS TO:** Lead Hostess at assigned site.

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