

Volunteer Lead Kitchen Assistant Food and Nutrition

Services

DESCRIPTION

Volunteer will in charge of giving direction to new volunteers and act as a mentor and meet each day with the Team Leader of Kitchen volunteers for direction of assignments.

QUALIFICATIONS

- Knowledge of all kitchen volunteer jobs.
- Leadership, coaching and management skills.
- Training skills.
- 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.

DUTIES

- Ability to complete and knowledge of all kitchen duties.
- Assist the team leader of kitchen volunteers with volunteer assignments for the day.
- Mentor new volunteers and make them feel welcome.
- Train new volunteers on kitchen tasks.
- Refer and volunteer questions to supervisor.
- Follow up with volunteers that are absent.
- 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
- Shadowing with Team Leader of Volunteers
- Shadowing with Volunteer Lead Kitchen Assistant.

TIME REQUIREMENT

One day per week as scheduled between 8 a.m. to 3:30 p.m.

REPORTS TO

Team Leader of Kitchen Volunteers

Volunteer Signature _____