



KITCHEN ASSISTANT VOLUNTEER

Volunteers will assist in the kitchen in a number of various duties including labeling, set-up and tear-down of table service, rotating and placing inventory and dishwashing.

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.**

DUTIES:

- **Assists with counting, labeling and packaging of meals.**
- **Assist the Chef Supervisor in tracking, unloading and inventory of incoming supplies/food.**
- **Rotates stock to most current date.**
- **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.**
- **Completes ServSafe Training Certification, Mission, Vision and Values and basic Kitchen Assistant Training**
- **Maintains a basic knowledge of the Senior Nutrition Program and other Council Food Services 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.**

TRAINING REQUIREMENT:

- **Volunteer Mission, Vision and Values Orientation**
- **Kitchen Assistant Training**
- **Completion of Background Check**
- **Food Safety Training**

TIME REQUIREMENT: One day or more per week

REPORTS TO:

Chef Supervisor and/or Head Chef