



Volunteer Position Description

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| Title | Dinner Cook – Winter Season |
| Description | A Dinner Cook is responsible for working in a team to prepare and serve an evening meal for up to 200 people, while upholding all food safety guidelines. Food is provided by the Shelter, unless volunteers wish to provide specific items. |
| Time Commitment | <ul style="list-style-type: none"> • Monthly • Evenings (Fri, Sat, Sun, Mon 4:30 – 7:30pm) • Up to seven positions available per shift – Great for groups! |
| Reports to | Volunteer Manager; Program Staff; Kitchen Lead |
| Works with | Program Staff; Kitchen Lead; Other Kitchen Volunteers; Shelter Residents |
| Primary Duties | <ul style="list-style-type: none"> • Wear closed toed shoes and maintain proper kitchen volunteer hygiene. • Review the menu with the Kitchen Lead and locate the food for your meal. • Complete your food preparation and cooking task, while following all food safety guidelines – hand washing, glove use, prevent food group cross-contamination. • Clean up the food preparation areas and wash, dry, and lock all knives and other sharp objects in the knife cabinet before meal service. • Set out self-serve beverages, desserts, breads, and condiments at the end of the serving line (No need to set out dining room chairs). • Serve dinner 6:15 – 7:30pm and make to-go meals and late meals after asking staff for required number - offer residents second helpings or food to pack for lunch 15 minutes before the meal ends. • Properly cool, seal, and store or compost leftovers and turn off all appliances. |
| Skills Needed | <ul style="list-style-type: none"> • Kindness, patience, respect for others • Ability to remain calm in potentially stressful and chaotic situations • Basic kitchen and cooking skills • Good communication and problem solving skills • Willingness to take direction and work independently • May be required to stand for up to 3 hours and lift at least 15 pounds |
| Training Provided | <ul style="list-style-type: none"> • Basic kitchen and food safety |
| Benefits | <ul style="list-style-type: none"> • Be a part of and give back to the community • Gain experience in a commercial kitchen • Learn large scale food preparation and service skills |