



## Volunteer Position Description

Title	Kitchen Lead – Winter Season
Description	The Kitchen Lead is responsible for supporting and supervising volunteer groups in the meal preparation and serving process for up to 200 people, ensuring that all food safety guidelines are satisfied and acting as the liaison between the kitchen and Program Staff on duty.
Time Commitment	<ul style="list-style-type: none"> <li>• Weekly, Every other week, or Monthly</li> <li>• <b>Evenings</b> (Fri, Sat, Sun, Mon <b>4:15 – 7:30pm</b>; Tue, Wed, Thurs <b>5:15 – 7:30pm</b>);</li> <li>• <b>Mornings</b> (<b>5:30 – 7:30am</b>)</li> <li>• One position available per shift</li> </ul>
Reports to	Volunteer Manager; Kitchen Manager; Program Staff
Works with	Kitchen Manager; Program Staff; Other Kitchen Volunteers; Shelter Residents
Primary Duties	<ul style="list-style-type: none"> <li>• Unlock the knife cabinet, review the menu, and locate the food for your meal.</li> <li>• When other volunteers arrive, make sure no one is sick and that everyone has closed toed shoes and proper kitchen volunteer hygiene.</li> <li>• Brief volunteers on the menu and what preparation needs to be done - make sure everyone has a task to complete and supervise or help with the tasks assigned to other volunteers.</li> <li>• Ensure food safety guidelines are satisfied – hand washing, glove use, and temperature testing dishes to match Health Dept. food group recommendation.</li> <li>• Clean up the food preparation areas and wash, dry, and lock all knives and other sharp objects in the knife cabinet before meal service.</li> <li>• <b>Serve dinner 6:15 – 7:30pm</b> and make to-go meals and late meals after asking staff for required number; <b>Serve breakfast 6:30 – 7:15am</b>; Offer second helpings or food to pack for lunch 15 minutes before the meal ends.</li> <li>• Monitor the kitchen, serving line and dining room - alert staff to any problems.</li> <li>• Properly cool, seal, and store or compost leftovers and turn off all appliances.</li> </ul>
Skills Needed	<ul style="list-style-type: none"> <li>• Current or former Dinner or Breakfast Volunteer (preferred)</li> <li>• Desire to support and supervise other kitchen volunteers</li> </ul>
Training Provided	<ul style="list-style-type: none"> <li>• Advanced kitchen and food safety</li> <li>• Annual or bi-annual volunteer review and feedback</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Be a part of and give back to the community</li> <li>• Gain experience in a commercial kitchen</li> <li>• Learn advanced food safety guidelines</li> <li>• Learn large scale food preparation and service skills</li> </ul>