

## Volunteer Role: Meal Prep Team/Kitchen Assistance

### What a Volunteer Can Expect:

**Direct Supervisor:** Center Nutrition Coordinator

**General Role Description:** Volunteers in this role will help with the everyday activities that take place in the kitchen of a Senior Center, which include, portioning meals into meal trays for Meals on Wheels delivery to homebound seniors. Cupping fruit, salads and other items to be delivered to the homebound clients through our Meals on Wheels program. This volunteer can also opt to stay during the lunch hour at 12pm to help serve lunch to seniors who are at the center, they may also be asked to help with clean up after the meal service takes place.

**Work Location:** In the kitchen at a predetermined Senior Center.

#### **Responsibilities and Duties:**

- packing hot meal trays
- packing cold meal packs
- counting and packing meals for Meals on Wheels, helping the Meals on Wheels drivers get their bags loaded into their cars
- serving congregate lunch
- light cleaning after lunch service

**Qualifications:** Be able to stand on feet for 1-2 hours.

**Commitment Expected:** At least one day per week from 9:30-12:30.

**Training:** Volunteers will receive one-on-one training with a staff member or experienced volunteer.

**Dress Code:** Volunteers will be issued a BSRI volunteer T-shirt upon their start date. This shirt will be required to be worn during the volunteer shift. Each volunteer will receive one free shirt, if a volunteer wishes to acquire more shirts, they can purchase them at the center for \$15.00. Closed toed shoes are a requirement for volunteers. All volunteers in the kitchen must wear a hairnet or hat, you can bring your own hat or receive a hairnet at the center. Gloves will be provided when needed.

#### **Recommended Skills:**

- *organization skills*
- *customer service skills*
- *food Service knowledge*
- *time management*
- *professionalism*
- *customer confidentiality*
- *commitment*

**Volunteers must sign these documents during training:**

1. The food safety form

