



Volunteer Position Description Kitchen Assistant

Purpose of Position

To prepare and package the highest quality meals with care and love in a clean and sanitary environment.

Supervisors

Kitchen Staff, Volunteer Resources Coordinator, Food Manager

Responsibilities

- Slice, chop, scoop, bake, and/or stir to prepare food or package meals
- Maintain a clean work area including washing dishes on occasion
- Be aware of and follow Project Angel Heart's guidelines for food safety and sanitation
- Follow directions and supervision of kitchen staff
- Respect and maintain all aspects of client confidentiality
- Respect and maintain appropriate boundaries with clients, staff, and volunteers
- Honor the diversity of Project Angel Heart's clients, staff, and volunteers

Qualifications

- 16 years of age or older except for chopping shifts (18+)
- Completion of volunteer orientation and paperwork
- Review of kitchen safety and sanitation guidelines
- Enjoyment of food preparation
- Willingness to learn in a professional setting and work hard to keep our kitchen clean
- Ability to follow established policies and procedures
- Empathetic to people dealing with life-threatening illnesses
- Ability to communicate comfortably and professionally with people

Work Environment/Physical Activities

Work environment is a kitchen setting. Physical activities include standing; moving kitchen equipment, boxes, and trays of up to 45 pounds; and using a stove, oven, steamer, food warmer, steam table, walk-in refrigerator and freezer, sinks, and other electrical and mechanical kitchen equipment.

Dress Code

Everyone working in the kitchen, from chefs to volunteers to dishwashers, needs to be properly dressed and cover their head and/or hair. Good hygiene and attire are matters of health and safety, and volunteers in the Bread & Butter Club Kitchen are required to adhere to public health department regulations.

- All shirts must have sleeves
- All shoes must be closed-toe (no sandals, etc.)
- A cap or other hair covering must be worn and long hair must be pulled back. Acceptable restraints that cover the hair completely include baseball caps, chef hats, hair nets, or bandanas
- No rubber bands, hair clips, or scrunchies without additional covering



- Beards over one inch in length need a beard restraint
- If you are bald or shave your head, you need to have a head covering

We encourage you to bring in and wear your own baseball or other cap, bandana, hair elastic, etc. If you forget your own, we will provide a baseball cap or hair net for your use.

Schedule

Varying shifts Monday-Thursday 8:00am-8:00pm and Friday 8:00am-12:00pm

Commitment

Six months minimum