



## **Village of Hope – Culinary Assistant Volunteer Service Description**

---

<b>Job Title:</b>	Culinary Assistant
<b>Reports To:</b>	Manager of Volunteer Services and Kitchen Staff
<b>Date:</b>	2/6/08
<b>Position Summary:</b>	Volunteers minister to clients by preparing meals, serving the men, women and children at the Village and providing clean-up.
<b>Meal Service Times:</b>	Breakfast: 6:30 AM to 8:30 AM (Meal Service – 7:00 AM) Lunch: 11:00 AM to 1:00 PM (Meal Service – 12:00 PM) Dinner: 4:00 PM to 6:00 PM (Meal Service – 5:00 PM)

### **Volunteer Service Responsibilities and Duties**

1. Follow directions of the kitchen staff to prepare and serve meals at the Village of Hope.
2. Minor cleaning in preparation for the meal including kitchen wipe-down, dining room area wipe-down, silverware check/polish, salad bar preparation, dessert preparation, ice preparation, etc
3. More detailed cleaning may also be done during volunteer serving times and would include mopping floors, emptying items from the freezer, food sorting, etc.

### **Volunteer Requirements**

1. Complete the Volunteer Application Form and LiveScan check.
2. Follow instruction from Village of Hope Staff.
3. Please be prompt, reliable and committed.
4. Be at least 18 years of age to serve without a chaperone; and must have a chaperone if between the ages of 13 and 17.
5. Wear a hairnet or clean baseball caps while volunteer in the kitchen.
6. Wear disposable gloves and aprons (which will be provided) while in the kitchen.

### **Dress**

1. Casual, comfortable attire is preferred.
2. Closed toed shoes only; NO sandals or flip-flops.
3. No jewelry (such as dangling earrings, necklaces or bracelets).