



JOB DESCRIPTION

SOUP KITCHEN VOLUNTEERS

REPORTING: IS RESPONSIBLE TO AND REPORTS DIRECTLY TO THE KITCHEN MANAGER AND VOLUNTEER COORDINATOR OR SUPERVISOR ON DUTY

FUNCTION: TO PROVIDE SUPPORT TO SHELTER HOUSE STAFF WITH THE PREPARATION, COOKING AND SERVING OF COMMUNITY MEALS, AS WELL AS HELP WITH CLEAN UP

TIME COMMITMENT: APPROXIMATELY 4 HOURS

A. RESPONSIBILITIES

- 1) To pick dates based on availability – day, regular monthly, quarterly etc.
- 2) To contact Kitchen Manager/ Volunteer Coordinator with menu plans and any requests IE: meat, potatoes, pre cooking
- 3) To come in days prior to put aside any necessary items needed for cooking meal
- 4) To arrive at Shelter House with adequate time to prepare, and cook food prior to serving time
- 5) To assist with serving and clean up including dishes
- 6) To inform appropriate staff about any concerns regarding equipment, health and safety, clients, staff etc.
- 7) To inform Shelter House staff if unable to fulfill commitment within a reasonable time frame

B. QUALIFICATIONS

- 1) Ability to work as part of a team or as an individual
- 2) Ability to adhere to dress code for kitchen
- 3) Ability to lift up to 20LBS
- 4) Positive, cheerful attitude
- 5) Ability to represent Shelter House while modeling the core values of the organization

C. BENEFITS

- 1) Getting involved in the neighborhood
- 2) Building and fostering relationships with people and businesses in our community
- 3) Assisting Shelter House to best provide for those in need
- 4) Studies show that volunteering has various health benefits
- 5) Building skills for a resume and future job prospects