

**Position Title:** Kitchen Volunteer

**Salary Level:** No compensation volunteer position

**Reports to:** Volunteer Director & House Manager

**Hours:** The morning shift is a 3-hour minimum shift beginning between 8:00am-9:00am. The afternoon shift is a 3-hour minimum shift beginning between 2:00pm-3:00pm. We would like at least a four-month commitment.

**Special Option:** Apply with a friend and be a Dynamic Duo Kitchen Volunteer!

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**Summary:**

A Kitchen Volunteer will make one snack, one meal (either lunch or dinner), and one optional dessert on his/her shift. The snacks and meals must feed at least 20 children and adults, sometimes more. This volunteer will follow the menu that is set by our House Manager. As you become comfortable in this position, you may work with our House Manager to choose your menu items and make what you enjoy to cook.

**Kitchen Volunteer Position Requirements:**

- Complete the volunteer screening and training process.
- Must have all required paperwork turned in to Volunteer Director.
- Must obtain a Washington State Food Handler's Permit and understand the importance of food handling safety.
- Adherence to proper food storage, heating, and cooling processes.
- The ability to follow a recipe.
- Good time management -
  - Meals ready by the requested times.
  - The majority of the kitchen cleaned by the time you leave your shift.
- Skilled in organizing, prioritizing and working with others when needed.
- Ability to promote and participate in teamwork environment.
- Ability to adapt to menu changes to utilize fluctuating food donations.
- Excellent communication skills -
  - Communicating with supervisors about absences, menu planning, etc.
  - Communicating with House Parents re: meal times, food allergies, etc.
- Other duties related to supporting VBCN structure as assigned by supervisors.

**Minimum Requirements:**

- Ability to follow directions and work effectively with many different personalities.
- Must be at least 18 years old to apply.
- Interpersonal skills and the ability to relate to a broad and diverse constituency are essential.
- Must have excellent communication skills.



**Working Conditions:**

Work is performed in a child care environment with a moderate to high noise level. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions.

**Physical Requirements:**

These requirements are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to stand for 3 hours