

**POSITION TITLE:** Volunteer Kitchen Assistant

**SALARY LEVEL:** No financial compensation

**FLSA STATUS:**

**REPORTS TO:** Primary Supervision: House Manager    Administrative: Volunteer Coordinator/  
Program Director

**HOURS:** Flexible 3-hour shifts daily to begin between 8a and 10am. We are looking for a minimum commitment of at least one shift per week for six months.

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### **SUMMARY**

To prep meals and snacks for up to 20 children and adults from daily menu; maintain proper stock rotation in pantry, refrigerators and freezer; assist with inventory and maintenance of purchasing log.

### **PRINCIPAL ACCOUNTABILITIES**

1. Familiar with and adherence to all established policies and procedures of the Nursery.
2. Must possess current food handlers permit.
3. Knowledge and experience of cooking for a variety of size groups.
4. Prepare lunch and dinner from the posted menu, as directed by House Manager.
5. Prepare snacks from posted menu, plate, label, and store in cooler.
6. Put away food in pantry and coolers by expiration date (first in first out method).
7. Rotate food in pantry and coolers by expiration date.
8. Sweep and mop the pantry, walk in cooler and freezer as needed.
9. Skilled in following recipes and baking experience a plus.
10. Skilled in organizing, prioritizing and working with others as a team and individually.
11. Other duties related to supporting VBCN structure as assigned by supervisors.

### **PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. 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.

### **WORKING CONDITIONS:**

Work is generally 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.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Skilled in organizing, prioritizing and meeting multiple needs simultaneously.
- Promotes agency mission, vision, and core values to both internal and external constituencies.



- Effective interpersonal communication skills – verbal, nonverbal and written.
- Ability to promote and participate in teamwork environment.
- Effective problem-solving and conflict resolution skills.
- Ability to stand for 3 hours.
- Ability to adapt to menu changes to utilize fluctuating food donations.

#### **MINIMUM REQUIREMENTS**

- Preference for experience in cooking for groups of various sizes.
- Ability to follow directions and work effectively with many different personalities.
- Must be at least 16 years old to apply.
- Interpersonal skills and the ability to relate to a broad and diverse constituency is essential.