



**Position Description:** Kitchen Helper  
**Immediate Supervisor:** Production/Kitchen Manager  
**Place:** Meals on Wheels Kitchen

### **Kitchen Life/Accountability**

A volunteer in the kitchen can expect a demanding yet rewarding day. It's as simple as making a sandwich, peeling potatoes or chopping carrots. Make a meal that makes a difference.

There are strict deadlines to meet and you must be able to communicate well, take direction and work independently when necessary. **Because of the vulnerable nature of the clients we serve, any volunteer that may have a communicable disease, casts, or mobility devices (cane, walker, etc.) is not recommended to apply as a Kitchen Helper.**

**Kitchen Helpers must disclose any food allergies, or cultural concerns working with any types of food prior to their day of volunteering.** Parking is limited around the building, however some spots may be available on the northeast side of the building. There is also metre parking on the street and parking lots across the street on the west side of the building (this lot is pay parking). We do have space available to lock up valuables. We also have locks available for these lockers. However, locker space is limited so please refrain from bringing large knapsacks, purses, etc. Locker space is first come first serve basis - we are not responsible for lost or stolen goods.

### **Minimum Qualifications**

1. Be at least 16 years of age
2. Have a general knowledge of safe food handling and/or food service
3. Must receive and follow instruction well with a good attitude
4. Have a good work ethic and be accountable and committed
5. Must demonstrate an ability to follow proper food handling procedures
6. Wear clean clothes that follow our outlined dress code (see below) while in the kitchen
7. Use proper hand-washing techniques
8. Ability to speak and understand English
9. Must be able to lift at least 15lbs
10. Must be able to safely use kitchen utensils such as knives and other sharp utensils

### **Specific Duties**

1. Food preparation such as, but not limited to: chopping, slicing dicing, peeling, grating and/or mincing of vegetables, meats etc.
2. Packing hot meals in containers for delivery routes according to special diets and preferences
3. Learning to prep food correctly to Meals on Wheels standards and practices
4. Packing Frozen Meals for week end use and in Chef's Choice program

### **Dress Code:**

**Please ensure that those participating are informed that we have a dress code in our kitchen for food handling and the safety of volunteers.**

- **Kitchen volunteers are to wear closed toe, closed heeled shoes; Flat, comfortable shoes are recommended as you will be standing for the majority of your shift. No part of the foot should be visible – this includes the top of the foot (socks are ok to cover the top of the foot)**
- **No skirts, dresses, capris or shorts; legs should not be exposed for the volunteer's safety.**

- No sleeveless shirts
- Jewelry- dangling necklaces and earrings are advised to be taken off and kept in a secure place, rings can be put away or latex gloves can be worn. *\*gloves provided by our kitchen*
- Nail polish should be removed before coming to Meals on Wheels or latex gloves can be worn. This goes for fake nails as well. *\*gloves provided by our kitchen*
- Loose scarves or accessories of the like should be removed for the volunteers safety
- Head scarves must be tucked in the neckline and all hair must be covered
- All hair is tucked fully in hair nets. *\*hairnets are provided by kitchen*
- Beard guards are worn for anyone with facial hair. *\*beard nets provided by kitchen*
- An apron is to be worn in the kitchen at all times. Aprons should only be worn in the kitchen *\*this is provided by our kitchen*

*\*Please let us know beforehand if you are unable to accommodate the dress code due to health, religious, or personal reasons.*

### **Essential Functions**

1. Physical ability to perform the job as outlined
2. Physical ability to lift 15 pounds, using both hands
3. Ability to use good judgment in all situations
4. Ability to communicate orally with fellow staff and volunteers
5. Ability to work with people from a variety of backgrounds
6. Ability to accept and give supervision and guidance
7. Ability to stand for extended periods of time