



Volunteer Position: Kitchen Job Description

The volunteer helps with the daily meal service, including preparing, cooking, cleaning, washing dishes and serving meals. They are a key aspect of our successful kitchen and we could not do it without them. Below are the daily tasks/responsibilities of the kitchen volunteer:

- Observe Food Safe handling procedures by wearing gloves at all times and hair nets when handling food in **any capacity**.
- Meal preparation: Assisting the kitchen staff with the preparation and cooking of meals while following all health and safety regulations and standards.
- Assisting with serving breakfast and daily lunches, including putting together bagged lunches.
- Dish washing: Ensuring that dishes are washed efficiently during busy periods and maintaining a clean work space throughout the day. This includes loads of dishes as needed, wiping down all surfaces, rinsing the sink and turning the garbage disposal off/on. While loading the dishwasher, please be mindful as some trays require special equipment in order to get them in the dishwasher. *Please do not put in one at a time – we have a special dish rack for them that fits 5! ☺
- Kitchen clean-up: Assistance cleaning kitchen counters, appliances and general kitchen areas including organization of the back storage area, walk in fridge and freezer.
- Assisting staff with food donations when asked.
- Communicating any concerns, comments and positive feedback to Stephanie, Volunteer Coordinator.

To apply, please contact Stephanie, Volunteer Coordinator by email: skills@dewc.ca, and include **“Kitchen Volunteer”** in the message subject.