



Senior Nutrition Program

Volunteer Job Description

Volunteer Host / Hostess

Supervised by: Volunteer Coordinator

General Summary: Greets Nutrition Program participants to make them feel welcome at Congregate Meal Sites and completes appropriate daily paperwork.

Essential Job Functions:

- Greet and warmly welcome the seniors who come to the program.
- Take temperature of the foods prior to serving to ensure safety.
- Complete the appropriate daily paperwork which includes:
 - The Participant Sign-Up Sheets (seniors sign-up in advance)
 - The Participant Sign-in Sheet (seniors sign-in each day they attend)
 - Temperature Check Form
 - The Meal Count & Donation Report
 - The Congregate Meal Participants form (for new seniors in program)
- Take in and count the site donations and record the amount on The Meal Count & Donation Report. The Host must have one other person also the count money and sign their name on Donation Report.
- Place the donations and corresponding paperwork in the designated place before leaving for the day.
- Depending on availability of kitchen volunteers, you may be asked to help set the tables or assist with any other minor tasks as needed.
- Participate in meal service and related trainings as needed.

Position Requirements:

- Education requirements include a minimum of an eighth grade education.
- Previous volunteer or paid work in human/community service or program helpful.
- Basic math skills to count daily donations.
- Ability and desire to establish effective working relationships with seniors in the program, AMCAB staff, and on-site location representative. Ability to exercise sound judgment when dealing with program participants, AMCAB employees, and other on-site representatives.
- Volunteer Registration on file with AMCAB.