



Senior Nutrition Program

Volunteer Job Description

Volunteer Kitchen Aide

Supervised by: Cook

General Summary: Assists in meal preparation, serving, kitchen clean up, and maintaining sanitary kitchen facilities.

Essential Job Functions:

- Utilizes kitchen tools and utensils to assist and aid in the preparation of meals.
- Apportions and serves food and drink.
- Assists in maintaining kitchen, kitchen equipment, and related items in accordance with the Michigan Public Health Code and program standards of sanitation.
- Clears and scrapes dishes and trays; washes dishes, pots and pans; and cleans kitchen facility as assigned.
- Assists in table set up and clean up.
- Packages food for home delivered meal recipients and congregate meal sites as assigned.
- Performs other duties as assigned.

Position Requirements:

- Education requirements include a minimum of an eighth grade education.
- Basic knowledge of the Michigan Public Health Code and program policies concerning sanitation and food handling, preparation and storage standards.
- Basic knowledge of the practices and techniques used in mass food preparation and food service.
- Skill in the use of kitchen equipment and cleaning supplies and equipment.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with program participants, other volunteers, and AMCAB employees.
- Volunteer registration on file with AMCAB.