

## Volunteer Position Description

**Position Title:** Café at Fifty-Five Prep Volunteer

**Description:** Volunteer will be helping staff members prepare food and clean-up for The Café at Fifty-Five's daily use.

**Purpose:** To ensure the successful daily operation of The Café at Fifty-Five which assists people with barriers to employment gain and build job skills.

**Location:** 55 Bartholomew Avenue, Hartford, CT

**Key responsibilities:**

- Assist Café staff with general operation of café including preparation of food for daily menus and catering orders
- Assist with clean-up of kitchen and café space including wiping down tables, washing dishes and removing trash
- Deep cleaning of kitchen equipment and space to ensure sanity, safe environment for customers and shared kitchen users
- Engage and serve café customers

**Reports to:** During volunteer shift: Café staff; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager.

**Time Commitment:** Regular Shifts available Tuesday through Friday from 8am-12pm and 12pm-3pm. Occasional Saturdays based on special events.

If at any time you are not able to cover your scheduled shift call: 860-728-3201 and speak to Café staff leader or Community Engagement Program Manager.

**Support:** Orientation, onsite training and instructions.

**Dress Code:** Casual but appropriate in a professional setting. This position requires volunteers to be on their feet so comfortable, closed toed shoes are required.

When in the kitchen or handling food, medium to long hair will need to be tied back and covered with a hair net (we provide) or a hat.

**Desired Attributes:**

- "Roll up your sleeves mentality"
- Enjoys cooking, cleaning and spending time in a kitchen setting
- Ability to follow directions precisely and attentive to detail
- Comfortable working with a diverse population
- Ability to follow ServSafe food handling protocols and instructions provided by Café staff
- Ideally, able to lift a minimum of 15 pounds

**For more information, please contact the Volunteer Coordinator at 860-706-1522 or [volunteering@handsonhartford.org](mailto:volunteering@handsonhartford.org)**