

## Volunteer Position description

**Position Title:** Kitchen Assistant Volunteer

**Description:** Volunteer will assist the Community Meals Chef with daily food processes, helping prepare food, cleaning kitchen, and even serving if needed.

**Purpose:** To ensure food security for those served at Community Meals by assisting chef with daily meal preparation.

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

### Key Responsibilities

- Assist chef with preparing and serving of meal.
- Set up, serve, breakdown, and clean up continental breakfast
- Wrap silverware in napkins.
- Assist with clean up after meal.
- Greet and engage with guests in dining room.
- Clean up kitchen and dining room area after the meal (including washing dishes and wiping down tables)
- Roll utensils or tickets during downtime

**Reports to:** During volunteer shift: Chef and Program Assistant; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

**Time Commitment:** Shifts are Monday through Wednesday 8:00am to 1:00pm.

If at any time you are not able to cover your scheduled shift call: 860-706-1534 and speak to Program Assistant or call 860-728-3201 and speak to Community Engagement Program Manager.

**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 prepping 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”
- Comfortable working with a diverse population
- Able to work in a busy atmosphere
- Enjoys cooking and spending time in a kitchen setting.
- Ability to follow ServSafe food handling protocols and instructions provided by Community Meals staff.
- Able to lift up to 50 pounds.

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