



Volunteer Position Description

Position Title: Kitchen Assistant Volunteer

Description: Volunteer will assist the Community Meals Chef with daily food processes, assist with cleaning the kitchen, and plate food in take-out containers.

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 basic preparing and plating meals.
- Set up, serve, breakdown, and clean up breakfast and lunch.
- Clean up kitchen and dining area after the meal (including washing dishes, wiping down tables, breaking down cardboard, sweeping, taking out garbage).
- Roll utensils, make snack bags, package creamer and sugar bags.

Reports to: During volunteer shift: Chef

For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Coordinator

Time Commitment: Shifts are Tuesday through Thursday 7:30am-1:30pm

If at any time you are not able to cover your scheduled shift call: 860-706-1535 and speak to Program Assistant or call 860-706-1522 and speak to Community Engagement Program Coordinator.

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

Required to wear a hair net (we provide) or baseball cap.

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