



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 back of the house kitchen tasks in order to provide meals to our Hartford neighbors.

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, 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 Monday through Thursday 7:30am-1:30pm, 7:30am-10:30am, 10:30am-1:30pm.

If at any time you are not able to cover your scheduled shift email:

1. Community Engagement Program Coordinator: Jackie Kasinskas
jkasinskas@handsonhartford.org, 860-706-1522
2. Team Leader/Navigator: Stephanie Boyce
sboyce@handsonhartford.org 860-706-1538
3. Community Engagement Program Manager: Geoff Luxenberg
gLuxenberg@handsonhartford.org, 860-706-1507

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 Community Engagement Program Coordinator:
Jackie Kasinskas, jkasinskas@handsonhartford.org, 860-706-1522**

Updated: 8/10/21