

Culinary Volunteer

Job Title: Culinary Volunteer	FLSA Status: Exempt Volunteer
Department: Volunteer Services	
Reports to: Director of Culinary Services	Date: February 6, 2017

Position Summary

The Culinary Volunteer provides assistance to Culinary Nutrition Services Staff under the supervision of the Director of Culinary Services, Culinary Staff and the Volunteer Coordinator.
TIMEFRAME: 08:00-4:30pm Monday-Friday, hours TBD by Director of Culinary Services
LENGTH OF COMMITMENT: Ideally a minimum of 3 months of one day per week.
ESTIMATED TOTAL HOURS: 10 hours/week
WORKSITE: Culinary Services

Duties and Responsibilities

1. Demonstrates positive work attitude through actions and words
2. Complies with food storage procedures
3. Secures kitchen and storage areas following procedures
4. Actively participates in quality improvement activities
5. Understands and follows written and verbal instructions
6. Demonstrates respect for fellow hospital staff
7. Complies with hospital and departmental personnel policies
8. Takes initiative to keep informed of announcements, policy/procedure changes by attending volunteer meetings
9. Follow the current Culinary Nutrition Services dress code requirements
10. Put stock away in store room area
11. Weigh and bag sugar, non-dairy creamer, equal, and coffee packets
12. Fill food request forms when available
13. Cut scratch paper
14. Fill condiment trays in cafeteria
15. Stock silverware, paper and plastic goods in cafeteria
16. Wipe down tables and serving areas in the cafeteria
17. Assist with customer needs at the window
18. Practice good hygiene

Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

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Required Qualifications:

Education:

High School Diploma or GED

Experience:

None. 18 years of age or older

Licenses, Certifications, Registrations:

Current Food Workers Permit

Knowledge, Skills, Abilities:

- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.

Physical Requirements

	Never = 0% of	Seldom = 1-	Occasional = 10-	Frequent = 30-	Constant = over
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting >35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting					x
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

Machines, tools, equipment which may be representative by not all inclusive