

Role:	Culinary Volunteer	FLSA Status:	Exempt Volunteer
Department:	Volunteer Services		
Reports to:	Director of Culinary Services	Date:	Open until filled

Volunteer 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: 8:00 AM - 4:30 PM 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

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

Organizational Responsibilities

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

All patient and/or staff information is to be kept confidential. Volunteers must not give medical advice to clients and will be trained on the resources available to help patients and families get questions answered.

All Volunteers and employees are required to participate in annual safety trainings.

All Volunteers are required to provide the Volunteer Coordinator with the following documentation:

- Volunteers are required to be up to date with COVID-19 vaccination and provide the Volunteer Coordinator with a photocopy of their COVID vaccine card or have a documented exemption.
- Volunteers must document annual flu vaccination or provide a signed declination.
- Take an initial TB test and annually answer a short survey regarding TB symptoms.

Physical Requirements

	Never <i>0% of the time</i>	Seldom <i>1-10%</i>	Occasional <i>10-30%</i>	Frequent <i>30-70%</i>	Constant <i>70%+ of the time</i>
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/Stoopin			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