



**Job Title:** Kitchen Volunteer

**Department:** Easter Seals Oklahoma Adult Day Center

**Supervisor:** LPN

**Position Status:** Volunteer

**OBJECTIVES OF THE JOB:** The Kitchen Volunteer will serve lunch and prepare snacks for the participants and staff of the Adult Day Center. The kitchen volunteer will assist in the planning of the snacks.

**DUTIES AND RESPONSIBILITIES:**

1. Assist in planning snack menus that meet USDA child nutrition guidelines
2. Serve meals, prepare and serve snacks
3. Assist in making list of needed food and supplies
4. Date, rotate and stock inventory in an organized manner
5. Maintain a sanitary kitchen:
  - a. Wash dishes using the wash, rinse, and sanitize method
  - b. Sanitize counters, sinks, trashcan, etc.
  - c. Launder dish cloths, etc. daily
  - d. Empty trash daily or as needed
  - e. Mop the floor daily
6. Attend and be a part of in-service sessions, staff and team meetings
7. Complete paperwork related to the CACFP as required.
8. Other duties as required

**QUALIFICATIONS:**

- Able to lift up to 25 lbs. up to 20 times per day
- Valid food handler certificate (must be obtained within 60 days of volunteering)
- CPR and First Aid Certification

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the volunteer is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The volunteer must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I acknowledge receipt and understanding of this job description. I verify that I am capable of and willing to fulfill all essential functions of this position. I understand that the job requirements may vary. I am willing to be flexible and willing to do various jobs that are not listed, as the need arises.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_