Mason County Senior Activities Center

Job Description

Kitchen Help (COOK)

Purpose: To act as a representative of the Mason County Senior Activities Association by planning & safely cooking a nutritious meal, cleaning and sanitizing the kitchen afterwards and to support the Staff at the MCSAA Center. Our Volunteers only cook on Fridays and plan to have Lunch served at Noon for roughly 30 people.

This position requires a friendly, professional, detail- oriented person who is able to plan a meal on a budget & cook for around 30 people in a commercial kitchen while communicating needs and expectations with other volunteers & staff. You must have a valid WA State Food Handler’s Card to handle food in our kitchen.

Time: Approximately 3-4 hours from about 10am-1pm on Fridays only

Duties:

* Provide customer service using appropriate professional and friendly interpersonal skills.
* Volunteers are expected to act with integrity and maintain the confidentiality of any information that they have access to.
* Ensure that you communicate effectively with the Staff to plan & get your meal in the Newsletter.
* Ensure that you understand the parameters for the meal
* Be in charge of picking up any needed ingredients or coordinate with the other volunteers or the Activities Coordinator so that all the ingredients are available
* Communicate effectively to have enough volunteers to help with preparing, serving and cleaning up after the meal.
* Make sure you (and any helpers) have signed in on the Center’s Kiosk as attending the meal and for your volunteer hours.
* Make sure your Meal plan is on the white board outside the kitchen as early as possible and that the person at the desk knows what is for lunch so they can answer questions.
* Ensure that you know how many signups there are for the meal
* Clearly communicate expectations for safety & cleanliness
* Serve as close to Noon as possible
* Make sure all the dishes are cleaned and put away
* Ensure that the dishwasher is empty, drained, turned off and cleaned
* Ensure that all stoves/steamers/warmers are turned off and cleaned
* Ensure that all kitchen surfaces are cleaned and sanitized
* Ensure that the dining room tables are all cleaned and sanitized
* Report any problems ASAP to the Staff at the Center

 Revised October 06, 2015

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