Soup Kitchen
Volunteer Position Description

Goals
To assist the cook in preparing and serving lunch to about 100 clients, and then help
with the clean-up so that the kitchen is ready for the next day.

Skills, experience and qualification required:

- Reliable
- Hard-working and courteous
- Experience and comfortable in a kitchen setting
- Comfortable working directly with clients and large crowds
- Professional and able to keep confidentiality
- Able to read and communicate well
- Able to learn new tasks
- Able to work as a team
- Able to follow instructions and complete a task independently
- Able to stand for long periods of time
- Able to understand food handler's hygiene practices
- Good hygiene

Outline of activities, tasks and responsibilities:

Arrive for work at the schedule time and sign-in.

Must follow proper hand washing and food handling policies at all times.

Assist cook to prepare meals. You will follow the directions from the cook about
what needs to be done, and how it needs to be done.

Consult the prep task list for additional duties

During lunch, you will be assigned one of the following duties (these jobs will be
rotated on a weekly basis):
- Help serve meals from the steam table.
- Help serve coffee/tea and dessert from the steam table.
- Keep tables in dining room clean in between clients.
- Assisting clients in need.
- Make sure everyone drops a ticket before being served.
- Running dirty dishes from the dining room to the dishwasher.
- Assist the dishwasher with putting away the clean dishes.
- Interact with clients in a friendly, positive, happy and professional manner.

Report any complaints/problems to the cook.
Help with general clean-up of kitchen and dining area:

Sweep and wash floors
Wash down counters, walls, tables, etc.
Wash dishes, if needed

Consult the closing duties task list to see what needs to be done before the team can leave
Work in cooperation with other volunteers and staff.

**Time commitment expected:** Volunteers are asked to commit to one regularly scheduled shift every week, or every two weeks. One shift is a weekday from 8:30am to 2:15 pm.

**Orientation and training:** Volunteers will receive orientation and tour from Volunteer Coordinator, and will receive training from the Head Cook.

**Reports to:** Head Cook

**Support, supervision and evaluation provided:**
You will be supervised directly by the Head Cook, with any additional support needed by Volunteer Coordinator. An evaluation at the end of the 3-month probation period will be facilitated by both the Head Cook and the Volunteer Coordinator to ensure that there is a proper fit between Volunteer and the Agape Centre. An annual review will also be conducted to ensure a continued good fit, and will be facilitated by both the Head Cook and the Volunteer Coordinator.

**Mandatory activities:**
All volunteers must attend two volunteer meetings a year. These meetings serve as a means of communication between Agape Centre administration and staff and volunteers. We will discuss any new policies, procedures, events, and any other matters of interest to ensure that all members of the Agape Centre community are aware of what is going on.

**Working conditions:**

Smoke-free workplace
Long periods of standing
Working directly with clients
Working in a team
Working in a kitchen with many appliances
Benefits to the volunteer:

You will be assisting the Agape Centre to provide services to its many clients. Many volunteers feel a sense of satisfaction and accomplishment and connection to a community.

You will gain kitchen and food prep experience
You will gain experience in working directly with clients
You will have the opportunity to work with other staff and volunteers