



Job Title: Food Service Volunteer

Reports to: Program Director

Job Type: Part-time; volunteer

Job Summary:

This position will support the food service program at the RE:center. This position will prepare and serve meals to clients and make them feel welcome and comfortable. In addition, this position ensures that the food service program runs smoothly and provides our clients with a safe and clean environment.

Essential Functions:

- Help maintain standards of cleanliness to meet the requirements of the Navajo County Health Department
- Greet and welcome clients with a friendly disposition
- Serve the provided food and drinks to clients as requested
- Create a comfortable, warm, and safe environment for our clients
- Observe clients for any concerning behavior
- Alerts leadership team of any client issues
- Keep track of foodservice inventory; report needed items to direct supervisor
- Restock foodservice items as needed
- Assist in the preparation of the food
- Clean work area after every service
- Clean tables as clients finish their meals
- Communicate with clients, letting them know of other services and opportunities that the RE:center offers
- Refill coffee, hot water, and cold water containers as needed
- Assist with United Food Bank program
- Make sure food is stored and packaged safely
- Work alongside Program Director to assist in the growth and development of the Food Service Program



Physical Requirements & Work Environment:

Must be able to lift 20 pounds. Must be flexible working in a fast-paced, food bank and community center environment. This position works only in the RE:center during open office hours.

Other – Required to pass successfully:

- ___ Background Check
- ___ Drug Screening
- ___ Be able to obtain a Food Handlers Permit

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the volunteer for this job. Duties, responsibilities and activities may change at any time with or without notice.

The RE:center retains the right to screen and select volunteers based on the principles and objectives of the project. RMP may terminate the volunteer relationship at any time for any reason, including, without limitation, if false or misleading information has been provided on an application or if there is misrepresentation of our program or services.