



**POSITION DESCRIPTION**  
 (In compliance with Diocesan Policy and specifically revised  
 for the Feed the Hungry Program)



<b>JOB TITLE:</b>	<b>COOKING TEAM VOLUNTEER</b>	Schedule:	Once per month Shifts available Sundays from 9:00am to 5:30pm
Class:	Regular Volunteer	Length of Commitment:	Two-year renewable term
Location:	St. Mary's Cathedral Hall (221 – 18 Ave. SW)	Direct Supervisor(s):	Program Manager via Assistant Coordinators

**JOB SUMMARY**

The primary responsibility of a Cooking Team Volunteer is assist in the preparation of the weekly Sunday dinner.

**ESSENTIAL DUTIES/ACCOUNTABILITIES**

Responsibilities to the Guests:

- Participate in preliminary meal preparation
- Operate large-volume cooking equipment such as ovens, stovetop and vegetable cooker
- Cook the meal for service to the dinner guests
- Establish portion serving size and quality control standards
- Maintain a steady supply of food to the Main Entrée area during service
- Model and reinforce sanitation and safety procedures
- Participate in cleanup activities
- Prepare excess food for agency outreach

Responsibilities to Regular and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Create a culture of welcome and professionalism
- Participate in morning prep and kitchen help volunteers
- Foster teamwork and guide volunteers on kitchen procedures
- Express appreciation to volunteers for their work
- Alert Assistant Coordinator of any potential incidents or risks

**DESIRED TRAITS**

- Ability to supervise groups of volunteers
- Ability to relate to diverse groups of people and cultures
- Ability to use sound judgement within defined policies and procedures to determine appropriate action
- A knowledge and appreciation for a safe working environment
- Current SafeCheck™ Food Safety Certification considered an asset

**LOW RISK SCREENING CHECKLIST**

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- One reference
- Training and orientation
- Supervision