

Opportunity Council Volunteer Job Description

<p>OC Department and Program: Community Services, Maple Alley Inn</p> <p>Volunteer Supervisor: Anne Poulson</p> <p>Supervisor Phone Number: 360-739-7335</p>	<p>Position Title: Maple Alley Inn Meal Server</p> <p>Number of Volunteers Needed: 6</p> <p>Hours/Week: 3</p> <p>Duration: 11:15 am - 2:15 pm</p> <p>Schedule: Wednesdays or Thursdays</p>
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I. SUMMARY OF VOLUNTEER DUTIES

Maple Alley Inn is a program of the Opportunity Council that provides free community meals. Maple Alley relies heavily on volunteer support. Volunteers help by doing prep work in the kitchen, serving meals, cleaning up the kitchen and dining area, as well as other tasks as they arise.

Volunteers in this position will work with two other volunteers to serve food to our clients. Duties include greeting clients and having them sign in, serving a variety of foods, and helping at the end of the day to put away kitchen equipment. Also must work well in a team environment.

II. SKILLS AND ABILITIES REQUIRED

The ability to work in a fast-paced dining environment. Walking and standing for up to 3 hours is required. Basic listening and communication skills, readiness and eagerness to learn and participate, and flexibility are required.

Also important to enjoy talking and interacting with our diverse clientele.

A food handler's permit is required for this position.

III. PHYSICAL REQUIREMENTS

Sitting:
 Standing: Yes
 Walking: Yes
 Lifting: Yes, must be able to lift 20 pounds
 Carrying: Yes, must be able to carry 20 pounds
 Pushing/pulling:
 Kneeling/squatting: Yes
 Crawling:
 Reach above shoulder:
 Repetitive arm/hand movements: Yes