community human services
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Shelter Kitchen Job Description

Position Title: Kitchen Volunteer

Location: TBD

Time Commitment: 2 - 4 hours per shift; meal-service hours:

Reports To: Office Manager / Shelter Staff

Position Overview

Kitchen Volunteers play a vital role in supporting shelter operations by assisting with meal preparation, service, and cleanup. This position helps ensure the shelter guests receive nutritious meals in a clean, safe, and welcoming environment. Kitchen Volunteers work primarily in the kitchen and dining areas and have limited guest engagement.

This role is ideal for volunteers who prefer hands-on, task-oriented service and want to support guests with consistent, behind-the-scenes assistance.

Key Responsibilities

Kitchen Volunteers may assist with the following duties:

- Assist with **meal preparation**, including food assembly, chopping, and plating (as directed by staff)
- Help **serve meals** to shelter guests in a respectful and welcoming manner
- Set up and break down **meal services and dining areas**
- Wash dishes, clean kitchen equipment, and sanitize food-preparation surfaces
- Assist with **food storage, labeling, and organization** in compliance with food safety guidelines
- Help organize and store **food donations**
- Prepare snacks or grab-and-go meals as needed
- Follow all **health, safety, and food-handling protocols**

What Kitchen Volunteers *Do Not Do*

- Provide counseling, case management, or clinical services

- Access or handle confidential guest information
- Enforce shelter rules or policies
- Supervise guests, children, or other volunteers
- Transport guests or provide personal items

Qualifications & Skills

- Must be 18 years or older
- Ability to follow instructions and work in a team environment
- Comfortable working in a kitchen setting
- Dependable, punctual, and perform light physical tasks
- Willingness to maintain appropriate boundaries with shelter guests
- Ability to stand for periods of time and perform light physical tasks

Training & Requirements

- Complete Volunteer Application, background check, DMV check, and TB test
- Completion of volunteer orientation and kitchen-specific training
- Adherence to food safety and hygiene standards

Benefits of Volunteering

- Meaningful, tangible support for individuals and families experiencing homelessness
- Clear, structured volunteer role with staff support
- Opportunity to contribute to daily shelter operations in a hands-on way
- Be part of a compassionate, mission-driven team

Volunteer Acknowledgment & Signature

I acknowledge that I have read and understand the responsibilities, expectations, and boundaries of the Kitchen Volunteer role. I agree to follow all organizational policies, confidentiality guidelines, and safety procedures while serving as a volunteer.

Volunteer Name (Print):_____

Volunteer Signature: _____ Date: _____