



## Irvine Senior Services Volunteer Assignment Description

**Job Assignment Title:** Kitchen Assistant

**Assignment Description:** Prepare and plate foods for the Nutrition Lunch Program

**Shift(s):**

- Monday and Friday from 9 a.m.–2 p.m.

**Essential Functions:**

- Chop, cut, peel and prepare for up to 150 persons
- Assist in food plating
- Prepare food for day's meal service, including: salads, desserts, main entrée and sides
- Clean areas, equipment and dishes used in food prep areas
- Must be able to communicate with kitchen staff and volunteers; ability to work with other people.
- Must follow dress code and safety practices in kitchen

**Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, plating, peeling.
- Ability to exert moderate physical effort, typically involving some combination of balancing, twisting, lifting, carrying, pushing, and pulling.
- Ability to lift and carry the weight of food trays up to 10lbs.
- Ability to walk and stand for long periods

**Commitment:**

- Minimum of one shift weekly for 3-6 months

**Requirements:**

- Must be 16 years or older
- Complete appropriate paperwork, attend interview, & provide proof of recent negative tuberculosis (TB) test within the last 12 months.
- Food service experience a plus but not necessary

**Training:**

- Training takes place hands on in the kitchen by City Staff

**Dress Code:**

- Must wear closed toed, non-skid, rubber-soled shoes; T-Shirt, Jeans (no holes) or knee-length shorts that you do not mind getting dirty; No perfume or cologne when working around food.
- Hairnet must be worn or volunteers can wear their own hats. Long hair must be in a ponytail or bun covered with a hairnet.

**Benefits:**

- Meet new people, make new friends and make a difference in your community.
- With completion of 20 hours per calendar year, volunteers are invited to the Senior Services Volunteer Recognition luncheon, a mere token of our appreciation for your service and commitment to improving the lives of Irvine residents.