



Irvine Senior Services Volunteer Assignment Description

Job Assignment: Dining Room Server

Program Description: Serve beverages/meals, clean and bus tables for lunch service

Hours:

- Monday - Fridays from 10:30 a.m.–1 p.m. (Full shift will need to be completed)
- A minimum of one shift per week is required
- 3-6 month minimum commitment

Duties:

- Wash hands immediately before starting duties in dining room
- Make coffee & tea for lunch service
- Prepare milk on ice bath & water pitchers for each table (put ice and water in each pitcher)
- Serve meals and beverages during lunch, responding to the multiple needs of 100+ dining room participants promptly
- Clean and bus tables during lunch and at end of shift

Dress Code:

- T-Shirt, closed toed shoes and jeans (no holes) or knee-length shorts
- Hairnet must be worn during your shift or you can wear your own hat
- No perfume or cologne when working your volunteer shift

Requirements:

- Must be 16 years or older
- Attend interview and complete volunteer paperwork
- Provide proof of negative tuberculosis (TB Test) within the last year
- Complete orientation provided by City of Irvine staff
- Must abide by the City of Irvine's Patron's Code of Conduct and the Senior Services Code of Conduct.

Skills, Abilities Knowledge:

- Must be able to walk and stand for long periods of time
- Good customer service skills
- Ability to communicate with dining room managers, volunteers and customers

Benefits:

- After completing a minimum of 20 hours in a calendar year, volunteers will receive an invitation to our annual Volunteer Recognition Luncheon
- A great opportunity to give back to your community and provide support to older adults
- Covered by City of Irvine Workers' Compensation