

## **Kitchen Volunteer**

Volunteer Manager: Kirby Hurd    Contact: 507.625.8688 ext. 123 [kirbyh@cadamn.org](mailto:kirbyh@cadamn.org)

Site Supervisor: Shelter Cook

Position hours: Monday-Friday 8 am-5 pm; shifts are generally 2-6 hours

General Description: The Kitchen Volunteer works closely with the shelter cook to prepare meals for women and children who reside in our shelter.

### Responsibilities:

1. Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business.
2. Measure and mix ingredients for bars, cookies, entrees, etc.
3. Prepare salads, cut fruit, and peel potatoes.
4. Pick garden produce.
5. Assemble sandwiches.
6. Assemble extra meals for the weekend.
7. Count, weigh, and record donations.
8. Wash, sanitize, and put away dishes.
9. Sanitize counters and tables.
10. Empty trash and recycling.
11. Clean and organize fridges and freezers.
12. Clean and organize pantry shelves and kitchen cupboards.
13. Maintain accurate time sheets.
14. Participate in all mandatory trainings, periodic check-ins, and evaluations.
15. Communicate with Site Supervisor and Volunteer Manager in a timely and responsible manner.

### Qualifications:

1. Complete application materials and submit to Volunteer Manager.
2. Interview with Volunteer Manager and Site Supervisor.
3. Clear Minnesota Department of Human Services background check performed by CADA staff in accordance with Minnesota Department of Human Services policies.
4. Complete orientation with Volunteer Manager.

### Skills:

1. Demonstrate superior professional boundaries.
2. Be comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis.
3. Possess excellent communication skills, and be punctual, responsible, and organized.
4. Experience preparing food/cooking is helpful but not necessary; bilingual speaking skills are a plus

Time Commitment: The Kitchen Volunteer must be willing to commit a minimum of 2 hours per week; a commitment of 4-10 hours per week is preferred. A volunteer willing to work on Thursday or Friday for 2-4 hours and one additional weekday shift is preferred.