



JOB DESCRIPTION DINING SITE HELPER

The Dining Site Helper will assist at the dining site in a task such as setting tables, acting as a host/hostess, serving meals to participants or cleaning up after meal service.

Volunteer Eligibility Requirements

1. The volunteer must be in good physical health with the ability to lift 25 pounds.
2. Ability to work well with senior population and other Senior Meal staff.
3. The volunteer must be willing to commit to one day per week for two hours for a period of at least six months.
4. Ability to follow verbal and written directions.

Duties and Responsibilities

1. Follow all health and sanitation requirements established by the meals program when serving meals.
2. To serve participants in a friendly courteous manner.
3. If unable to volunteer, a 24 hour notice is requested.
4. Attend sanitation training.
5. Table setters will sanitize tables prior to setting table. Gloves will be worn by volunteer when setting tables. Each place setting will have a knife, fork & spoon set upon a placemat. Salt & pepper condiments will also be placed on the table.
6. Hostess will greet participants as they enter the dining site. Volunteer will be responsible for participant to sign in on the reservation and registration sheet. The host or hostess will collect donations at the time of registration and place into cash box. If needed, the host will assist participants in seating.
7. Food Server will assist the site manager in dishing up food items on place for service. The server must adhere to portion control measurements listed for each individual food item. Hairnets or head coverings must be worn at all times.
8. Clean-up person will assist the site manager with cleaning off all tables of dishes, silverware and condiments. The clean-up volunteer will wipe off all tables with a water bleach solution. This person may also assist in the kitchen cleaning up after service.

For further information, contact Michele Leonard, Director Volunteer Services
525-0143 x 147

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