Kitchen Helper Responsibilities (8-2025)

- Be on site from 5:00pm to 7:00 pm and check in with Supervisor.
- Turn on lights, and turn on Convection oven if needed. Make out your own name tag and put it on. Lay out name tags for the volunteers arriving later. Make sure hand sanitizer and gloves are readily available.
- Gloves should be worn when food is being served.
- Wipe down kitchen counters with disinfectant cleaner. Make sure trash can is available in fellowship hall.
- Make sure tables and chairs are ready and cleaned with disinfectant for dinner.
- Make lemonade, iced tea, and ice water pitchers and set out with ice and glasses in left window.
- Set out the dinner buffet in the window of kitchen at 5:30pm or 6pm with meal hosts OR as directed by supervisor. First opening on left is trays, plates, utensils and napkins. (We use real plates and utensils)
- Set up middle window with the hot food and last window is beverages, cups and ice bucket.
- After dinner set out dessert if available.
- Make sure guests and volunteers help clean up after dinner.
- Oversee guests' assignments on board as to jobs including loading dish washer, disinfect tables and sweep around the tables.
- Set out lunch items for guests to make lunches for the next day.
- Pack up and mark any lunch items or leftovers that the families want to take to the Day Center in morning.
- Be sure the kitchen is ready for breakfast with grab and go prepackaged items on cart.
- Report any pantry or cleaning items which we are low on to the supervisor on duty.