



**Grand River
Community
Health Centre**

Volunteer Position Description

Volunteer Position Title: Community Kitchen Volunteer

Date Originally Issued: 04.22

Date Revised:

Date Reviewed:

Role:

This opportunity will prepare nutritious snack options for clients at Grand River Community Health Centre for the Refreshment Cart program.

Responsibilities Include:

- follow a designated recipe for baked goods and snack foods in the Community Kitchen
- follow safe food handling practices
- package baked goods in individual portions so they are ready to serve at the refreshment cart
- keep a list of ingredients that need restocking as needed
- clean work area and wash dishes at the end of the shift
- communicate with the Registered Dietitian
- other duties, as required

Skills and Qualifications Include:

- must be 18 years of age or older
- basic food preparation skills
- ability to read and follow a recipe
- ability to work independently and with others
- Safe Food Handling Certificate (or willingness to obtain)
- attend volunteer orientation and role specific training
- completion of health screening requirements of the GRCHC

Time Commitment:

- 1 day/week
- 3-4-hour shift
- minimum 6-month term

Benefits:

- be an integral part of the Grand River Community Health Centre team
- expand your social and professional network
- apply your experience in the community
- gain experience and learn more about Community Health Centres
- orientation, specific training as deemed appropriate for role and staff support provided

Key Contacts:

In this role, you will be accountable to both fellow volunteers and staff for your work. The following volunteers/staff are your key contacts:

- Registered Dietitian
- Volunteer Coordinator

Risk Level: Moderate

This position involves moderate risk level with supervised food preparation and adherence to safety guidelines.

Partnership Agreement

We have discussed this volunteer position description. I have read, understand and agree to fulfill the responsibilities of this position and I make a commitment to carrying out this role to the best of my ability.

Volunteer Name (print)

Volunteer Signature

Date

In turn, the GRCHC commits to supporting this volunteer for the duration of their involvement.

GRCHC staff member

Date