



Volunteer Position Description

Position Title: Community Meals Donating and Cooking Serving Group. Ideal for 8-12 people.

Description: Volunteers will come in with either prepared food, or with food that needs to be prepared and will also stay to serve meal to clients.

Purpose: To ensure food security for those served at Community Meals via the donation, cooking and serving of dinner.

Location: Basement of Christ Church Cathedral, 45 Church Street, Hartford, CT.

Key Responsibilities:

- Donate ingredients for complete meal including protein, vegetable, starch, drink, and dessert for 100-120 people.
- Prep, cook and serve meal.
- Greet and engage with guests in dining room.
- Clean up kitchen and dining room area after the meal (including washing dishes and wiping down tables)
- Roll utensils or tickets during downtime

Reports to: During volunteer shift: Chef and Program Assistant; For volunteer scheduling, letters, evaluations, etc.: Community Engagement Program Manager

Time Commitment: Dinner shifts available Monday and Tuesday from 4:00pm to 7:00pm. Dates are subject to availability.

If at any time your group is not able to cover your scheduled shift call: 860-706-1534 and speak to Program Assistant or call 860-728-3201 and speak to Community Engagement Program Manager.

Support Provided: Orientation, onsite training and instructions.

Dress Code: Casual but appropriate in a professional setting. This position requires volunteers to be on their feet so comfortable, closed toed shoes are required.

When prepping food, medium to long hair will need to be tied back and covered with a hair net (we provide) or a hat.

Desired Attributes:

- Comfortable working with a diverse population
- Able to work in a busy atmosphere
- Enjoys cooking and spending time in a kitchen setting.
- Ability to follow ServSafe food handling protocols and instructions provided by Community Meals staff.

For more information, please contact Wanda Guzman, Community Engagement Program Manager at Hands On Hartford: 860-706-1507 or wguzman@handsonhartford.org