



The mission of the PNA is to build, engage and support our diverse community through programs, services and activities that connect neighbors and foster civic engagement.

Volunteer Position Description – Hot Meal Program Assistant

Purpose: Hot Meal Program Assistants deliver the work force to create, serve, and clean up after each meal the program provides. Each crew serves 50-75 clients.

Location and times:

- Monday dinner shift is 1 to 7 pm (or 1 to 4 pm, or 4:30 to 7 pm) at Greenwood Senior Center, located at 525 N 85th Street.
- Tuesday dinner shift is 1 to 7 pm (or 1 to 4 pm, or 4:30 to 7 pm) at St. John Lutheran Church at 5515 Phinney Avenue N (entrance is off the back parking area).
- Wednesday lunch shift is 8 am to 2 pm (or 8 to 11 am, or 11 am to 2 pm) at St. John Lutheran Church at 5515 Phinney Avenue N (entrance is off the back parking area).

Key Responsibilities:

- Prepare food for the meal in a safe and hygienic manner, following a menu developed by the Program Coordinator and experienced volunteers.
 - Tasks may include: chopping and sautéing produce, roasting and baking, opening containers, cooking soup, mixing salad, slicing bread and other baked goods, etc.
- Set up the dining room for the meal.
 - Tasks may include arranging tables and chairs, distributing salt and pepper, arranging self-serve items, etc.
- Serve food to diners in a safe and hygienic manner, conveying respect and welcome to each diner.
- Clean up after meal is complete.
 - Tasks may include: gathering and washing dishes, loading dishwasher, breaking down produce boxes, wiping and disinfecting kitchen surfaces, putting tables and chairs away, sweeping, taking out garbage, etc.

Reports to: Hot Meal Program Coordinator

Time Commitment: Each shift is 3 hours long. A regular (weekly, every other week or monthly) commitment is preferable, but not required. Please let us know how frequently you expect to volunteer.

Qualifications:

- Ability and desire to work with a diverse group of volunteers and diners in a busy, crowded kitchen environment.
- Friendly and respectful attitude.
- Ability to take on a variety of tasks, and flexibility to change tasks as needed.
- Ability to work independently with minimal supervision.

Age Requirement: Volunteers must be at least 15 years old.

Attire: Volunteers should wear long pants and closed-toed shoes, and pull long hair back.