



KITCHEN AIDE

VOLUNTEER POSITION DESCRIPTION

MISC INFO: All applicants will be submitted to a criminal background check. No applicants with convictions of violence or trust issues will be considered.

EDUCATION: A high school diploma is preferred but not required.

JOB SPECIFICS:

- Turn on steam table at 10:30 a.m.
- When Meals Come In:
 - Make sure you have all parts of the meal (refer to the menu)
 - Write down temperatures of each hot food item on our copy of order form and sign drivers copy of order form
 - Put milk and cold food in refrigerator
 - Put juice in aluminum pan for servings
- Right Before Serving:
 - Put out napkins, silverware, trays, salt & pepper
 - Clean up snack items
 - Take temperatures of each entrée; should be 140 to 170 degrees
 - Refer to serving utensils for each item and soak in bleach solution (1 teaspoon per gallon) for 2 minutes; then rinse
- Serving:
 - Need 3 people
 - Serve handicapped first
 - Serve all others who are signed up
 - If any food is left, serve those who have not signed up in advance
 - If there are any leftovers, put up on counter and let members serve themselves
 - Turn off steam table
- After Serving:
 - Dump any hot food and coffee; Some cold food may be served for snack the next day. Date and place the food in the refrigerator
 - Put any leftover bread in the refrigerator. Mark date on it.
 - The Janitor will take care of trash disposal
 - Use 3 sinks to wash and rinse dishes/trays. One sink should be soapy water, the second sink should be clear water, and the third sink should be bleach water
 - Stack trays in dish drainers. No need to dry unless you run out of room.
 - Wash coffee pot (DO NOT IMMERSE), filter basket, milk pitcher, and lid.
 - Fill milk pitcher with 1 tsp. baking soda and let sit uncovered overnight
 - Disinfect all counter tops, stove tops, and tables with bleach solution.
 - Sweep floor and wipe up any spills
 - **USE CLEAN DISH RAGS AND TOWELS EACH DAY!**
- Each Friday:
 - Take dish towels, etc. home to wash; clean out refrigerator of any leftovers, spills, etc.
 - Fill coffee pot with baking soda solution and let sit over the weekend.

