

**JOB TITLE**

**Food Program Assistant**

**VOLUNTEER DEPT.  
CONTACT PERSON**

**Lauren Chandler**

**(503) 535-3840**

**[laurenc@outsidein.org](mailto:laurenc@outsidein.org)**

**COMMITMENT**

One shift per week for six months  
Volunteer shifts are 2-3 hours

**PURPOSE**

To ensure youth clients receive three healthy meals every day of the week (two meals on Sunday), to increase their nutritional awareness through better eating, and to provide a welcoming environment to clients receiving meals.

**PROGRAM**

**Day Program**

**DUTIES**

- Participate in meal preparation.
- Serve meals to youth and staff.
- Help organize kitchen on delivery days.
- Assist with dishwashing and clean up.
- Help maintain kitchen to meet federal health standards.

**QUALIFICATIONS**

- Able to engage with clients in a way that makes clients feel comfortable
- Able to work with people from diverse ethnic, cultural, socioeconomic and sexual preference backgrounds.
- Must be comfortable and compassionate with people from diverse backgrounds who may be drug affected, emotionally charged, and have a challenging presence.
- Able to work both independently and as a member of a team.
- Hold complete responsibility for your assigned shift. If you are canceling the day of your shift call the kitchen at 503-535-3875.

**SUGGESTED  
ACTIVITIES TO  
COMPLETE DUTIES**

- Help ensure that meals are ready on time, while maintaining a high level of kitchen cleanliness.
- Be on time, every time. (If sick or absent, call early/soon).
- Learn client names, greet them daily
- Take your meal with the clients, play a game
- Smile and be welcoming to everyone
- When in doubt, ask questions.
- Take the initiative – offer menu/dish ideas.
- Have Fun!

**REQUIRED  
TRAININGS**

- Complete computerized HIPAA training **prior to starting**
- Civil Rights Training **prior to starting**
- New Worker Orientation

**RECOMMENDED  
TRAININGS**

- Bloodborne Pathogens
- CPR/First Aid - **minimal fee**