



## **Job Description**

**Position Title:** Frozen Meal Production Volunteer

**Department:** Meals on Wheels and More

**Work Schedule:** Hours – 9:00 a.m. to 12:00 p.m. (may vary)

**Objective:** To assist the Meals On Wheels and More Food Service staff by portioning, sealing and labeling meals to be frozen.

### **Duties and Responsibilities:**

- Maintaining a safe work environment during the COVID-19 pandemic consisting of, but not limited to, wearing face masks and gloves, maintaining social distance, and self-evaluating overall health daily to reduce exposure and possible transmission of virus.
- **Signing in daily and recording hours in My Senior Center**
- **Follow all food safety guidelines.**
- Working in an assembly line fashion, portioning food into trays, sealing and labeling meals.
- Following portioning guidelines set by Food Service staff.
- Notifying Food Service staff when in need of supplies.
- Maintaining a clean work area by wiping spills and sweeping as needed throughout shift.
- Adhering to all federal, state, local and WCOA health and safety standards and policies
- Helping train new volunteers.
- Other duties as assigned, such as assembling and distribution of meals.
- Cleaning up after shift by condensing leftover food, wiping down the work area and sweeping.

### **Qualifications:**

Must be able and willing to:

- Push carts with pans on them.
- Use repeated scooping motion.
- Follow directions.
- Stand for long periods of time.
- Work as a team to produce the necessary number of meals per shift.
- Be on time. Please let the Volunteer Coordinator know if you are going to be late or absent.
- Obtain a Food Handlers Permit (MOWaM will reimburse if desired).

**Education and Experience:**

- On-the-job training will be provided.
- Food service experience is not required but is preferred.

**Relationships:**

- Reports to Volunteer Coordinator for scheduling and general concerns.
- Reports to Lead Cook or designated Food Service staff for meal production related direction.

If unable to work your scheduled shift for any reason, or you are going to be late, please notify the Volunteer Coordinator as soon as possible at: [tvanbeek@whatcomcoa.org](mailto:tvanbeek@whatcomcoa.org) or call 360-728-7129.

**WCOA is following Washington State and local guidelines for COVID-19 protocols.**