



**Whatcom
Council on Aging**



Job Description

Position Title: Community Meal Server Volunteer

Work Schedule: 11:15am – 12:45

Objective: To assist Kitchen Staff with serving the meal during lunch at the Bellingham Senior Activity Center.

Duties and Responsibilities:

- Log all hours at Greeter station. (Required by L&I)
- Serving and plating meals as guests enter the dining room during the community lunch.
- Provide “To-Go” meals to guests who prefer to dine-out.
- Notify kitchen staff when trays of food start running low during serving time.
- Assists Kitchen Staff and Dining Room Volunteers as needed.
- Help set-up the serving station before lunch and clean-up the serving station after lunch.
- Help train new volunteers.
- Participate in volunteer meetings and trainings
- Wash hands and wear gloves to minimize the spread of germs. Replace gloves whenever contaminated or if touching face/clothing/coughing/touching anything dirty.
- Follow all state, local and WCOA food safety practices and procedures.
- Sign in for lunch before taking a free lunch. (Free lunches are available on the day you volunteer if you are under 60)
- Volunteers are asked to hold-off on eating lunch until after the serving station has been closed, cleaned, and food has been put away.
- When sick notify the Volunteer Coordinator immediately so they can find a substitute. Since we work with vulnerable seniors we are required to have servers who are feeling healthy/not sick.

Qualifications:

- Friendly to the members/guests to make them feel welcome and comfortable.
- Organized and able to multitask while being a good customer service representative.
- Able to follow directions for safety and to ensure meal portions are accurate.

- Able to collaborate with kitchen staff and other volunteers to foster a fun, kind atmosphere for all in the dining room.
- Ability to stand on feet for up to 1.5hrs and move easily and safely through dining room.
- Food Handlers Permit (WCOA will reimburse)

Education and Experience:

- On-the-job training will be provided.
- Experience working in a restaurant or in customer service is helpful.

Relationships:

- Reports to Volunteer Coordinator for scheduling and general concerns.
- Reports to Kitchen/Lead Cook

Questions or Scheduling Changes?

Contact the Volunteer Coordinator: Teddi Anshus (She/her)

tanshus@whatcomcoa.org

or call 360-733-4030 x1024