



**Whatcom
Council on Aging**



Volunteer Job Description

Position Title: Sealing Meals/Frozen Meal Production Volunteer

Department: Meals on Wheels Kitchen Staff

Work Schedule: Hours – 9:00 a.m. to 11:00 a.m. (time may vary)

Objective: To assist the kitchen staff by portioning, sealing and labeling meals to be frozen for our Meals on Wheels clients.

Duties and Responsibilities:

- Maintain a safe work environment by washing hands, wearing gloves, and self-evaluating overall health to prevent the spread of germs.
- Volunteers must be symptom free to work in the kitchen/sealing area, so if you are feeling sick or under the weather, please contact the Kitchen Manager or the Volunteer Coordinator as soon as possible to cancel a volunteer shift.
- Sign in at the Greeter station and record hours in My Senior Center.
- Get a Washington “Food Handler’s Permit” and follow all food safety guidelines. (Meals on Wheels will reimburse the \$10 fee upon request.)
- Sealing meals includes: 1) working in an assembly line type setting while scooping measured portions of food into meal trays, 2) seal meals by using a hot sealing machine, and 3) label all meals. (Requires some shoulder strength for repetitive motion.)
- It is important to be able to follow portion guidelines set by kitchen staff and fill trays with proper portion sizes before sealing meals.
- Notify staff when in need of supplies or additional food items.
- Maintain a clean work area by wiping spills, and sweeping as needed throughout shift.
- Follow all federal, state, local and WCOA health and safety standards and policies
- Help train new volunteers as needed.
- Additional tasks might be requested: such as assembling bags of meals or wrapping silverware.
- Clean-up after shift includes: condensing leftover food into fewer containers, wiping down the work area and sweeping the sealing area.

Qualifications:

Must be able to:

- Push carts with heavy pans on them.
- Use repeated scooping motion.

- Follow directions.
- Stand for long periods of time, (maybe up to 2 hours)
- Work as a team to seal the necessary number of meals per shift.
- Coordinate the sealing schedule with the Kitchen Manager ahead of time to ensure there are enough meals to be sealed.
- Be able to obtain and maintain a Food Handlers Permit.

Relationships:

- Reports to Kitchen Manager for scheduling, general concerns and instructions.

Education and Experience:

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

Questions?

Contact Volunteer Coordinator, Teddi Anshus
tanshus@whatcomcoa.org