# Meal Preparation Volunteer Job Description

**Program Summary:** Each day, we provide three nutritious, home-cooked meals for the young mothers and children who live here. Breakfast and lunch are typically prepared solely by staff, and the young mothers help staff to prepare dinner. Volunteers are welcomed (and needed) in our kitchen to help with meal preparation any time of the day.

**Qualifications:** Those who prepare meals must be able to follow recipes and/or prepare food for cooking as instructed per food program guidelines. Volunteers must be 21 years old and will complete the regular volunteer application and must pass criminal and child protective services background checks. The Volunteers must provide the Criminal Background check and a clear TB screening to Florence Crittenton. FC will conduct the CPS background check.

**Commitment:** This is an on-going need and participants are asked to commit to serving for a minimum of six months. The frequency of your service will be determined by your preference, schedule, and conversation with the Program Manager.

**Hours required**: Anywhere between 11am and 4pm on weekdays depending on whether volunteers would like to cook lunch, snack or prep dinner. Weekend hours are a little more flexible depending on if volunteers wish to cook breakfast, lunch or dinner.

***The Florence Crittenton Staff will:***

* Be the contact and supervisors of meal preparation volunteers
* Offer recipes and support as needed
* Relay information to the meal preparation volunteers

## Meal Preparers Will:

* Prepare food to be cooked, and cook, in the FCHS kitchen, while following all food handling guidelines
* Work independently and/or with client to prepare the meals in order to assist the staff
* Clean up after the meal preparation (with the help of the client whose turn it is to help cook), according to cleaning guidelines
* Prepare afternoon snacks for clients and their children

***Meal Preparers Will Not:***

* Cook in their own homes to bring over
* Use their own money for food or supplies
* Solicit donations on behalf of Florence Crittenton without the express permission of the Executive Director