

GENERAL KITCHEN MAINTENANCE POSITION DESCRIPTION

Kitchen Supervisor: One volunteer is designated as **Supervisor** of the Kitchen. Specifically, the Kitchen Supervisor is responsible for providing kitchen staff the necessary items to do their job, ensure compliance with all health rules and coordinate all kitchen activities and supervision of the kitchen staff. The **Kitchen Supervisor** is expected to be present on Friday for set up, arrive early on Saturday morning and plan to be on site until all service areas of the event are closed down and the kitchen area is cleaned and closed down. **The Kitchen Supervisor should be in the kitchen by 8:30 am and plan to stay through clean up at the end of the day.**

Kitchen Assistance: Three volunteers serve as **Kitchen Assistants**. Two will serve as Soup Line Coordinators and one will be stationed in the kitchen. These are “all day” positions. These three volunteers will check the soup as it comes in and will be responsible for getting it out in the correct order (soup rotation). They will work in the serving area to advise the kitchen when a soup needs to be replaced and to let the kitchen know which line needs replacement (spotters for the soup lines). They also help with posting the soup signs. **Kitchen Assistants should check in at the Volunteer Check In station and be in the kitchen by 9:00 am. Kitchen Assistants should plan to stay through clean up at the end of the day.**

Soup Rotation: Once volunteer is necessary to determine the rotation of the soups. **Volunteers designated to manage the Soup Rotation should check in at the Volunteer Check In station and be in the kitchen by 9:00 am. The Soup Rotation volunteer should plan to stay through clean up at the end of the day.**

Soup Inventory: Two volunteers, on one shift, are needed to inventory the soups as they arrive from the Towers and assist in determining the rotation of the soups. **Soup Inventory volunteers should check in at the Volunteer Check In station and be in the kitchen by 9:00 am. This shift is scheduled to end at approximately 1:30 pm.**

Soup Transporters: Four volunteers who are able to work “all day” are necessary to transport the soup out to the lines on carts. Each volunteer will serve two of the eight soup lines. Heavy lifting is involved. **Soup Transporters should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 10:00 am. Soup Transporters should plan to work until 3:00 pm. Staying through clean up is greatly appreciated.**

General Kitchen Maintenance Crew: Two volunteers are needed from 11:00 am – 2:30 pm, generally, they will be in charge of rinsing the soup pans and getting the ladles cleaned. **Volunteers working the 11:00 am – 2:30 pm shift, should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 10:30 am.** A third volunteer is needed from 2:00 pm -3:00 pm for rinsing out the cambros/beverage containers for return to the Towers. **The volunteer working from 2:00 pm – 3:00 pm should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 1:45 pm.**

Water Refills/Beverage Mixing: Two volunteers are needed to work all day to coordinate the refilling and mixing of the beverages. These volunteers will also assist with refilling the ice water containers and mixing the selected beverage in large containers (i.e. lemonade, fruit punch, etc.). This position includes heavy lifting. **Volunteers should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 9:00 am.**

Kitchen Pack Up: Two volunteers are needed to arrive at 2:30 to assist in packing any un-used soups which will later be sold or delivered to food pantries. This volunteer does not deliver soup, only assists in packaging it. **Volunteers should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 2:15.**

Kitchen Clean Up: Three volunteers are needed to help with kitchen clean up after the event ends. Kitchen clean up can begin at 2:30. **Volunteers should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 2:30 pm.**

Soup Delivery Management: At least one volunteer is needed to manage the delivery of the leftovers to various sites. This person would have a list of potential places with phone numbers to call at 2:00 pm (prior arrangements could be made as early as the day before the event). Most deliveries can be made to sites such as, Rosenbaum House, Ronald McDonald House, Union Mission (Fairmont), Bartlett House and Caritas House. **This volunteer should arrive in time to check in at the Volunteer Check In station and be in the kitchen by 2:30 pm**

Volunteers working “**all day**” should plan to have your lunch when there is a convenient break.

Volunteers working shifts should plan to have your lunch either before or after your shift.

The above schedule allows for approximately 15 minutes to partner with the person that you are replacing.

Hair and beard coverings are necessary and aprons will be provided. Gloves will be provided for dishwashing.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.