

REFUEL WASHOUGAL
JOB DESCRIPTION
Approved _____

Title **Kitchen Facilitator (4-6 positions)**
Volunteer – Zero Compensation

Term Unlimited

General Position Summary:

- The role of ReFuel Kitchen Facilitator is to help facilitate volunteer teams that are providing a meal at ReFuel Washougal. As a facilitator, your role is not to “be in charge”, but rather to be a resource to the Volunteer Teams “Person in Charge” and serve as the Meals On Wheels People Representative to ensure that Volunteer Teams are following proper practices in the preparation and serving the ReFuel Meal.

Essential Functions/Major Responsibilities:

- Must have a food handler Card.
- Will confirm that the Volunteer Team has at least 1 person with a food handle card.
- Will be familiar with the use of all kitchen appliances and will be available to answer questions from Volunteer team on use of appliances.
- Will know proper dishwashing practices and ensure that the Volunteer Team knows and follows these practices.
- Knows sanitary bleach guidelines and facilitate Volunteer Teams in following these guidelines.
- Will be familiar with ReFuel supplies and equipment available to be utilized by the Volunteer Teams and help teams to access them.
- Take temps of food being serviced before and during food service and record these temps in the log.
- Will know proper storage practices and ensure Volunteer Team “Person in Charge” is aware and follows proper food storage practices.
- Will ensure that all equipment is turned off and properly put away and that the facility is locked and secured.

Interpersonal Contacts:

This position works with the kitchen coordinator to ensure compliance; particularly regarding health standard compliance, security/safety, and equipment usage.

Time commitment: This position can anticipate spending 3-6 hours per month.

I have read and understood the functions, responsibilities, and requirements of this position and accept the role.

Volunteer Acknowledgement