

	Subject:	No. of Pages:	Effective Date:
	Job Description – Kitchen Volunteer	2	March 8, 2023
	Type: Volunteer	Version #: 1	Approved: March 8, 2023
	Finalized/Approved Revision New	March 8, 2023	<u>Executive Director</u> Individual/Department

Kitchen Volunteer

Position Summary

The kitchen volunteer promotes the smells of a safe and comforting homelike environment with all the treats one would love to have all close to a resident and all visitor's fingertips. Kitchen duties include but are not limited to interacting with any visitors, residents and help with any goodies they may request. Providing a welcoming environment in the common area; as well as a place to allow visitors to step back and take a moment for themselves. The kitchen volunteer is required to follow all food and safety regulations set out by the Ontario Ministry of Health.

Reports to: Volunteer Coordinator

Position Requirements:

Requirements:

- 4 hours per month **for a minimum of 1 year** or as assigned.
- Notice of two weeks is required prior to resignation.
- Notify your Volunteer Coordinator of any time off/vacation requests, providing a notice of a minimum of 2 weeks.
- Required to have at least 2 Covid-19 vaccinations.
- An up-to-date police records check for vulnerable sector.
- Must have a valid Ontario Food Handlers Certificate.

Skills/Abilities:

- Demonstrates ability for empathy, compassion, confidentiality, and active listening skills.
- Ability to work independently, exercise sound judgement, as well as adhere to policies and procedures.
- Demonstrates commitment to teamwork with an ability to work effectively with others.

- Follow all and any direction by the Volunteer Coordinator or from another manager that keeps within Hospice Renfrew's vision, mission, and values.
- The ability to multitask would be an asset due to the location of your work area, could be busy at times.

Key Areas of Responsibility

- Check in with the nurse on duty at the beginning of assigned shift.
- Always adhere to the Hospice's volunteer engagement policies and procedures.
- Prepare any baked goods, snacks, meals within the guidelines of Ontario's Food Handler's course.
- Know how to use our appliances and all other equipment in the kitchen area.
- Able to prepare baked goods with some creativity and keeping in mind some food restrictions or allergies.
- Proper cleaning is required before and after baking to ensure all surfaces and utensils are cleaned ready for use by others.
- Take inventory of supplies to eliminate any shortage or expired products.

Key Relationships and Interactions

Direct

- Volunteer Coordinator

Indirect

- Executive Director
- Clinical Service Coordinator

Training

- Hospice Palliative Care of Ontario online training.
- In person with proper body mechanics.
- Volunteer Engagement Policies and Procedures.
- Volunteer Handbook.
- Collection and receipt of in person donations.
- Covid-19 Screening Protocols.
- Infection Prevention and Control Training.
- GHS (Global Harmonized System) Training.
- Workplace Violence and Harassment Training.
- Fire Extinguisher Training.
- Ontario Food Safety Course as required.