



VOLUNTEER POSITION DESCRIPTION

JOB TYPE: Household Services

POSITION: Kitchen Assistant

DESCRIPTION: As in any home, the kitchen is at the heart of hospitality. The volunteer Kitchen Assistant ensures both the PCH kitchen and family food alcove area function smoothly in order to provide a warm and accommodating atmosphere for our guests and their loved ones.

COMMITMENT: A weekly or regularly-scheduled time commitment for a minimum duration of 6 months is preferred. The typical volunteer shift is 9am – 12:30pm or 12:30pm – 4pm. The minimum volunteer age is 18.

KEY TASKS

The volunteer Kitchen Assistant will:

- Strive to uphold a loving, respectful, warm and compassionate home environment where our guests and their loved ones are our highest priority.
- Perform tasks and responsibilities consistent with the PCH mission and policies.
- Assist PCH guests and their families as needed.
- Prepare light meals (eggs, grilled cheese, etc.) for guests. A valid Foodhandler Permit from the Tulsa County Health Department is required and can be obtained online at no cost.
- Help maintain a clean, safe and healthy kitchen and family alcove environment
- Inventory, sort and stock food and supplies in the kitchen.
- Inventory, sort and stock food and supplies in the family alcove.
- Maintain clean refrigerators (dispose of expired leftovers, etc.).
- Shop and run errands as needed.
- Assist meal preparation/serving volunteers with clean-up, if necessary.

KEY ATTRIBUTES AND SKILLS

- Commitment to the mission of *Porta Caeli House*
- Completion PCH Volunteer Orientation and Training
- Commitment to serve our guests, their loved ones and other visitors to PCH
- Understand, sign and comply with PCH Volunteer Liability Release, Confidentiality Agreement and Media Policy and Release
- Willingness and ability to independently undertake all necessary tasks
- Professional appearance, conduct and communication skills
- Ability to independently notice areas and issues that require attention and take the initiative to promptly address them
- Flexibility, as the same tasks and needs may not be present each time
- Ability to manage and prioritize multiple tasks as necessary

While performing the duties of this position, the volunteer is regularly required to sit, stand, walk, stoop and/or kneel. The volunteer must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.