

Role:	Culinary Volunteer	FLSA Status:	Exempt Volunteer
Department:	Culinary Nutrition Services		
Reports to:	Director of Culinary Services	Date:	Open when available

Volunteer Position Summary

The Culinary Volunteer aids the Culinary Nutrition Services Staff under the supervision of the Director of Culinary Services, Culinary Staff and the Volunteer Program Specialist. This volunteer position will help support Mason Health's Bistro Services.

Commitment:

Timeframe: 8:00 AM - 4:30 PM Monday-Friday, hours TBD by the Manager of Culinary & Nutrition

Length of commitment: 3 months minimum

Estimated total hours per week: About 10 hours

Worksite: Culinary Services, Mason Health's Bistro

Total Minimum Hours: 120 hours

Duties and Responsibilities

All volunteers:

- Demonstrates positive work attitude through actions and words.
- Actively participates in quality improvement activities.
- Understands and follows written and verbal instructions.
- Complies with hospital and departmental personnel policies.
- Takes initiative to keep informed of announcements, policy/procedure changes by attending volunteer meetings.
- Follow the current Culinary Nutrition Services dress code requirements.
- Practice good personal hygiene and follow food safety handling guidelines.

Hospitality/Cashier:

- Receives cash, card, and badge payments.
- Accurately counts money and follows payment receiving processes.
- Sanitizes all surfaces in the cafeteria.
- Takes inventory of needed stock items in café.

Entry Food Production:

- Follow standardized recipes.
- Practices safe knife handling.
- Washing dishes and putting dishes away.
- Portion prep items.
- Label, date, and rotate food products.

Advanced Food Production (can include all entry food production duties):

- Follow standardized recipes.
- Prepare patient proteins.
- Assist in preparing batch cooking items.
- Assist with inventory for the department.
- Prepare food using kitchen equipment
- Assist with baking.

Communication & Professional Behavior

- Professional interaction with Mason Health/MGHF volunteers, staff, donors, patients, and community members, adhering to HIPAA compliance mandates regarding patient confidentiality information.
- Completes tasks and responds to requests in a timely manner.
- Demonstrates personal and professional responsibility and accountability including appearance, attendance, and punctuality, calling in as soon as possible when unavailable on a scheduled volunteer day.

- Maintains a neat and orderly work area.
- Willingness to learn, be flexible, able to work in a fast-paced environment, and responsive to change.
- Able to accept feedback, correction and direction for work process improvements.
- Has initiative and seeks out opportunities to expand skills in new kitchen machine usage.

Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason Health mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

All patient and/or staff information is to be kept confidential. Volunteers must not give medical advice to clients and will be trained on the resources available to help patients and families get questions answered.

All Volunteers and employees are required to participate in annual safety trainings.

All Volunteers are required to provide the Volunteer Program Specialist with the following documentation:

- Regardless of if volunteer receives annual COVID-19 vaccination or not, they must provide a signed declination form and evidence of vaccination.
- Regardless of if volunteer receives annual flu vaccination or not, they must provide a signed declination form and evidence of vaccination.
- Take an initial TB test, and annually answer a short survey regarding TB symptoms.
- Must have a food handler's card or be able to obtain a food handler's card.

Required Qualifications

Education: None

Experience: None

Licenses, Certifications, Registrations: Must receive a valid and active Washington State Food Handler's Card

Knowledge, Skills & Abilities:

- Attention to detail.
- Food handling best practices.
- Excellent customer service skills.
- Ability to stand and do occasional physical activity.
- Self-motivated, dependable, cooperative, and well-organized.
- Must be able to read, write and follow verbal and written instructions and document the activity completion.
- Present self in a professional, friendly and mature manner.
- Must complete Orientation training.
- Proper hand washing knowledge.

Machines, tools, equipment (includes but is not limited to, and depends upon position description):

- Robot Coupe
- Immersion blender
- Combi Ovens
- Knives
- Mandolin
- Cash Register and Card Machine
- Other typical kitchen equipment

Physical Requirements

	Never 0%	Seldom 1-10%	Occasional 10-30%	Frequent 30-70%	Constant 70%+
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting <35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting			x		
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

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