

**DIOCESE OF CHARLOTTETOWN**  
**Kitchen Volunteers - Cook and Servers**

**Overview:**

Under the direction of the Outreach Program Coordinator, the Cook prepares meals either in their home or at the parish. These meals are either served at the parish or delivered to persons in need.

**Activities/Responsibilities**

- Prepare meals according to guidelines set out by the parish.
- Meals prepared at the parish are served at the parish.
- After meal preparation, Cooks and servers are responsible for cleaning the kitchen and taking care of leftover food.
- Cooks may be required to pick up necessary groceries.
- Adheres to the schedule prepared and responsible to advise any Program Coordinator in the event that the Cook/server is unable to prepare/serve the meal on their scheduled date.
- Knows and adheres to Food Safety guidelines posted in the Kitchen
- Servers must wear plastic gloves provided when handling food.
- Notifies the parish office when general supplies are needed.

**Skills, Experience and Personal Qualities**

- Must have good knowledge of basic food preparation and delivery
- Be able to plan, organize and present food for a meal or buffet.
- Must practice good hygiene and food safety measures while preparing meals.
- Is honest and trustworthy; able to work independently or as part of a team and maintains confidentiality.

**Screening Recommendations**

This is a **General Risk** position (provided the Cooks and servers do not interact with vulnerable persons without supervision). Completion of a Volunteer Information Form is required.

**This ministry position description generally reflects the Ministry of Kitchen Program: Cooks and Servers currently practiced at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Adaptation by Diocese of Charlottetown, May 2010*