

Rogue Valley Family YMCA
VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Food Service Aide
DEPARTMENT: Preschool & Afterschool
REPORTS TO: Preschool & Afterschool Director

TERM OF POSITION: Ongoing
HOURS OF POSITION: Tues & Thurs,
11 a.m. to 3 p.m.
AGE REQUIREMENT: at least 18 years of age

General Function

To create/purchase/prepare healthy creative snacks for children in child care programs so they may experience a variety of healthy food choices that will help with their physical and mental development.

Know How

Must have a current Food Handler's Card

Position Segments

- Clean and sanitize work areas, equipment, utensils, dishes, or silverware
- Keep records of the quantities of food used
- Store food in designated containers and storage areas to prevent spoilage
- Take and record temperature of food and food storage areas such as refrigerators and freezers
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas
- Use manual or electric appliances to clean, peel, slice, and trim foods
- Work with preschool and afterschool director to create a weekly/monthly snack menu and order/shop for needed items
- Wash/Prep food items for the preschool and afterschool programs
- Pack bins for weekly snack pick up for afterschool sites
- Remove trash and clean kitchen garbage containers
- Keep refrigerator/cupboards clean and organized

I have read this position description and understand its contents.

Signature of volunteer

date