



## **NorthWest Senior and Disability Services Nutrition Services**

### **Dining Assistant Volunteer Position Description**

**Supervisor:**

**Location:**

**Business Hours:**

#### **General Responsibilities & Duties**

A Dining Assistant volunteer assists with packaging Meals on Wheels for home delivery and serving lunchtime meals to older adults in their local NWSDS senior meal site location. They perform kitchen duties that may include:

- Set tables in the dining room.
- Assist with dishwashing.
- Package meals for home delivery to Meals on Wheels participants.
- Set up food service & meal portioning.
- Minor food preparation.
- General kitchen and dining room clean up and sanitation.
- Greet and check-in participants and assist with paperwork.
- Notify the Site Coordinator of any problems or concerns.



#### **Expectations & Special Requirements**

- Courteous and friendly to all participants, volunteers, staff and visitors.
- Interest in working with seniors and adults with disabilities.
- Maintain a clean and neat appearance and follow program dress code.
- Must pass an Oregon DHS background check as required by law.
- Provide advance notice if late or unable to volunteer on designated day.
- Must read, sign and follow NWSDS Volunteer Policies & Standards of Conduct.
- Sign the in-kind volunteer work record with hours immediately after each shift.

#### **Supports Provided**

- Orientation & training
- Nutrition and meal site training
- Comfortable and safe environment

### **Supports Provided (Contd.)**

- Check-ins and one-on-ones with volunteer coordinator or lead volunteer
- Meals in the congregate meal site dining room.

### **Time Commitment**

Approximately 1-3 hours per day, one or more days per week.