



**Volunteer Position:** Kitchen Production Volunteer

**Revised:** December 2023

**General Responsibilities:**

Responsible for food preparation and kitchen cleanup activities.

**Essential Job Functions:**

(Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Works under the guidance of the Food Production Supervisors to package food items for Meals on Wheels (MOW):
  - Using dishes or utensils to portion up food
  - Placing single serving items in individual portion containers
  - Placing a variety of food items in meal sacks
- Cleans kitchen utensils and work areas with direction provided by Supervisors in such a way as to be compliant with Health Department Sanitation Standards in the performance of all work duties.
- Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted, or modified at any time.

**Knowledge, Skills & Abilities:**

- Commitment to the organization's missions and goals.
- Ability to maintain confidential information regarding all aspects of client, volunteer and agency information.
- Ability to work independently or as part of a team.
- Good organizational skills and the ability to communicate effectively with staff, clients, volunteers, and vendors.
- Ability to represent the Agency in a professional manner.
- Use of protective gear such as hats, hairnets, aprons, and gloves required.
- Physical mobility is required for sitting, walking, standing, bending and long bouts of standing. Must be able to lift objects of up to 20 pounds.
- Comfortable working with people of varying socioeconomic backgrounds, ages and racial diversity.

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800  
Telephone 517.887.1440 • Toll Free 1.800.405.9141  
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**Health Insurance Portability and Accountability Act (HIPAA):**

All volunteers who have access to protected health information or personally identifiable information, are required by the HIPAA Privacy and Security Rule to receive training so that they have an understanding and knowledge of the Privacy and Security Rule that corresponds to their duties. Training on the requirements of the HIPAA Privacy and Security Rule and the policies and procedures is a prerequisite for this position. Employees and volunteers who violate the requirements of the HIPAA Privacy and Security Rule will be subject to discipline up to and including volunteer privileges.

**Reports to:**

Food Production Supervisor

**Volunteer Location:**

Tri-County Office on Aging's Central Kitchen

**Base work schedule:**

Shifts are available anytime from 7:00 AM – 6:00 PM EST, contingent upon the availability of a supervisor.

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Volunteer Signature

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Date

**TCOA is an Equal Opportunity Employer**

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