



Job Action Sheet: Food Services

Identify food services coordinator. This person will:

- partner with local food banks and identified community partners to collect and document food resources for the week
- Plan daily/weekly menus based on the supplies available
- Create and oversee par and prep lists for daily/weekly service
- Create and oversee kitchen/pantry cleaning and maintenance schedule, delegate tasks

Volunteer will:

1. Review foodservice assignment with coordinator and team to assign prep and maintenance tasks
2. Set up prep area according to food safety standards
 - a. prepare sanitation solution and buckets and sanitize surfaces, equipment and utensils
3. Prepare meal based on recipe and instructions provided by coordinator, ensuring food safety standards are followed
4. Document all food prep and holding times, to ensure hot-holding times fall within safety guidelines
5. Assist in serving foods during meal times in accordance with food safety standards

***Please note any major allergens on dish signage**

6. Participate in safely storing or disposing of all leftover foods
7. Participate in kitchen clean-up and sanitation
 - a. Break down all hot-holding equipment, sanitize and store
 - b. Ensure all warmers, burners, hoods, fans and other equipment are properly turned off and unplugged prior to leaving facility
 - c. Remove all meal and prep garbage from facility, including recyclable materials
 - d. Sanitize all surfaces

Special Requirements

- Current food handler's card
- Basic First Aid and Bloodborne Pathogen Training
- De-escalation and response
- Ability to stand on hard floors for extended periods of time
- Ability to lift 20+ pounds