

---

# GOODWILL INDUSTRIES OF NORTHERN MICHIGAN, INC.

---

Rev 03-03-2009

## AmeriCorps Position Description

<b>JOB TITLE: Inn Food Service Assistant (AmeriCorps)</b>	
DEPARTMENT: Department of Food Services	FLSA STATUS: n/a
SUPERVISED BY: Ray Cormier, Dir of Food Svc LuAnn Heinert, Dir of Vol Svcs	SUPERVISES: other volunteers in the department

### PRIMARY RESPONSIBILITIES:

1. Utilizing donated food resources, assist Food Service staff in planning and preparing meals for Goodwill Inn residents
2. Maximize the usage of donated food received from Food Rescue, Food Drives and other community resources
3. Maintain records of "Inn Meals" raw materials used by source: Food Rescue, Pantry Donations, Community Donations
4. Assist Director of Volunteer Resources in recruiting, training and overseeing Food Service volunteers.
5. Document and report service hours for Inn Food Service volunteers

### AVAILABILITY:

Regularly scheduled hours weekly, afternoons and weekends.  
100 hrs per month (approx 25 hrs per week).

### ESSENTIAL FUNCTIONS:

1. Sort and prepare for storage donated food items
2. Plan meals around quantities and items available
3. Work with Food Service staff to arrange for necessary supplemental food items
4. Prepare or oversee the preparation of Inn resident meals
5. Expand volunteer base, as needed

### SKILLS NEEDED/EXPERIENCE:

1. Have a pleasant and friendly approach to the homeless
2. Have good communication skills
3. Timeliness, punctuality and dependability
4. Basic math skills (for recipe conversions, etc)
5. Understands and can adhere to confidentiality rules
6. Must be able to use calculator and have basic computer skills
7. Food preparation training, background or experience

Trainings Required Within

Additional trainings including but not necessarily limited to Food Safety, Bloodborne pathogens, Fire Suppression, CPR/First Aid, and Recipient Rights will be provided by Goodwill upon acceptance as an AmeriCorps member volunteer.

This position description is intended to indicate the kinds of tasks and levels of work that will be required. These duties shall not be held to exclude other duties not mentioned that are of a similar level of difficulty. Your supervisor may assign, direct and modify duties as needed. I understand that Goodwill Industries of Northern Michigan, Inc. is an **At Will Employer** and that this job description does not constitute a contract of employment.

---

MEMBER SIGNATURE

---

DATE

---

SUPERVISORS SIGNATURE

---

DATE