



**LOAVES & FISHES CENTERS**  
*The Meals-On-Wheels People*



**NORTHWEST  
PORTLAND  
MINISTRIES, INC.**

# Volunteer Job Description

**Irving Street Lunch Program: Partnership of Loaves & Fishes & Northwest Portland Ministries  
At First Immanuel Lutheran Church, Office: 503-226-3659 1808 NW Irving Portland OR 97209**

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## **Kitchen Volunteer for Senior Lunch Program**

### **General Responsibilities:**

Assist with the lunch program by:

- Setting and clearing tables
- Meal preparation and serving
- Washing dishes

### **Duties & Responsibilities:**

- Arrive at the time assigned: 11:00 AM weekdays
- Report to Center Manager and/or Kitchen Coordinator to receive job assignment.
- Maintain high standards of personal and kitchen sanitation & safety.
- Take time to visit with participants and show interest in their welfare.
- Promote a positive social environment at the center.
- Communicate! Notify Volunteer Scheduler, Pamela Porter when you are not able to work a shift you have previously agreed to. Her contact info. is: 503-327-1253 or [Pamela.porter503@gmail.com](mailto:Pamela.porter503@gmail.com)

### **Requirements:**

- All kitchen volunteers must wear hairnets and aprons, which will be provided.
- All kitchen volunteers must wear disposable gloves when hands must come into contact with food (includes carrying lunch plates to seniors).

### **Average Time Commitment:**

- 2 hour shift available daily, once a week, twice a month, once a month, substitute – flexible!

### **Preferred Qualifications:**

- Able to work well with a diverse group of individuals.
- Able to demonstrate flexibility, initiative, patience and reliability.
- Enjoy working with people.
- Support Loaves & Fishes goal of promoting health and well-being of older adults.
- Willing to learn policies, programs and traditions of the center.

For more details contact:

Kelly Caldwell, Northwest Portland Ministries Volunteer Manager  
503-221-1224 or [Kelly@nwpm.org](mailto:Kelly@nwpm.org)

To schedule a shift contact Pam Porter at 503-327-1253 or [Pamela.porter503@gmail.com](mailto:Pamela.porter503@gmail.com)