

CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION

**TITLE:** Move-In-Meal Team Member  
**PROGRAM:** In-Kind Donation Room  
**SUPERVISED BY:** In-Kind Donation Coordinator  
**STATUS:** Ongoing  
**UPDATED:** 01/2021

**Job Summary:** This position will provide meals to newly housed clients! Volunteers will purchase or cook frozen meals for families. Drop off meals at the main center where case managers will pick up to deliver to clients.

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be able to deliver frozen food during normal business hours. Must be able to track time, value and number of volunteers for each meal.

**Education/Experience:** NA

**Skills:** Ability to cook a meal for a family.

**Duties & Responsibilities:**

1. Cook a meal that can be frozen/purchase a frozen pizza/lasagna/tray meal that can be stored in freezer.
2. Drop off meal at Main Center 3710 E 20<sup>th</sup> Avenue.

**Training Requirements:** Attend orientation and coordinate with In-Kind Coordinator.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_