

CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION

**TITLE:** Meal prep Volunteer  
**PROGRAM:** BFS/SFH  
**SUPERVISED BY:** Katie Gordon/Claire Lubke  
**STATUS:** Ongoing  
**UPDATED:** 3/2021

**Job Summary:** Brother Francis Shelter meal providers prepare sack breakfast and lunches for shelter guests on Friday at 1pm. Saint Francis House provides space and ingredients for preparing meals for 75 guests. Volunteers are encouraged to help provide food for this program. Volunteers drop off meals at Brother Francis Shelter after meal preparation is done.

**Competencies:** Must be able to handle food safely, have a valid driver's license and lift 25 pounds.

**Education/Experience:** NA

**Skills:** Ability to cook, pack lunches and pick up bags of food. Ability to drive and drop off meals at BFS.

**Duties & Responsibilities:**

1. Bring in food donations to aid program continuation
2. Prepare sack meals
3. Deliver meals to BFS

**Physical Requirements:** Ability to lift 25 pounds.

**Training Requirements:** Attend orientation and position training.

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: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_