

**VOLUNTEER POSITION DESCRIPTION**  
**Pikes Peak Chapter**

<b>Location</b>	Pikes Peak Chapter
<b>Position Title</b>	Disaster Services Feeding Associate
<b>Purpose</b>	The feeding associate prepares and serves food for clients in the shelter environment.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Establish a beverage and snack canteen service as soon as possible after shelter opens.</li> <li>• Prepare and/or serve food following safe food handling procedures.</li> <li>• Ensure the canteen and feeding preparation area are kept clean and sanitary at all times.</li> <li>• Keep accurate count of meals and snacks served and submit to Supervisor at established reporting times.</li> <li>• Seek guidance from supervisor as necessary and appropriate.</li> <li>• Maintain a professional appearance and attitude.</li> <li>• Follow and implement requests and direction received from supervisor.</li> <li>• Exhibit good stress reduction skills. Strive to encourage an environment for the unit that minimizes the stress level as much as possible under the disaster conditions.</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to move around kitchen sites.</li> <li>• Ability to lift 50 lbs repeatedly.</li> <li>• Ability to sit or stand for long periods of time.</li> <li>• Able to adapt to long, irregular hours and frequent schedule changes.</li> <li>• Must be flexible and adaptable in various situations and work settings, including weather conditions, cultures, and geographic areas for extended periods of times.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge of or ability to learn safe food handling procedures.</li> <li>• Ability to read; communicate effectively verbally; and write legibly.</li> <li>• Ability to manage multiple priorities and tasks simultaneously.</li> <li>• Ability to promote, develop and maintain productive and amicable working relationships with diverse individuals and groups, including peers and supervisors.</li> <li>• Sensitivity in human interactions to diversity and inclusiveness</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• New Employee and Volunteer Orientation</li> <li>• Fulfilling Our Mission: Turning Compassion into Community Action</li> <li>• Mass Care Overview</li> <li>• Disaster Mental Health Overview</li> <li>• Shelter Operations</li> <li>• Shelter Simulation</li> </ul>
<b>Appointed by</b>	<ul style="list-style-type: none"> <li>• Emergency Services Director</li> </ul>
<b>Reports to or Partners with</b>	<ul style="list-style-type: none"> <li>• Feeding Lead</li> </ul>
<b>Length of Appointment</b>	<ul style="list-style-type: none"> <li>• Minimum of one year, renewable</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Minimum of one day per month, locally</li> <li>• Minimum of three weeks per Disaster Response Operation</li> </ul>
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Community networking</li> <li>• Enhance personal, organizational, leadership skills</li> <li>• Eligible for promotion to leadership positions</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised date \_\_\_\_\_