



Child Parent Centers, Inc.
602 E. 22nd St
Tucson, AZ 85713

Role Description **Food Service Volunteer**

Classification: Volunteer

Supervisor: Site Supervisor

Summary: The food service volunteer supports the Child Parent Centers, Inc. volunteer program by volunteering in the kitchen area of a Head Start center and helping the kitchen staff prepare delicious and nutritious family-style meals for the children enrolled.

Responsibilities:

- Food Service Volunteer assists kitchen staff:
 - With food storage, meal prep, dish washing, and kitchen cleaning
 - In preparing the correct quantity of food for breakfast, lunch, and snacks using cycle menus
 - In preparing nutritional snacks for parent activities
 - In preparing, delivering, and picking up food carts from the classrooms as needed
 - To maintain sanitary practices
- Follow the Office of Head Start safety practices to keep children safe by {1302.47.b.5.i.v}
 - Reporting of suspected or known child abuse and neglect
 - Following all standards of conduct

Minimum Requirements:

- Must commit to the agreed-upon volunteer schedule
- Ability to maintain confidentiality
- Ability to work with children and other adults
- Be willing to attend training and learn new ways to work with and guide young children
- Ability to interact professionally
- Knowledge of proper food preparation and storage methods
- Ability to pass the appropriate County Food Handlers Class
- Bilingual (English/Spanish) desired
- Frequent community volunteers must complete federal, state, and county legal and licensing requirements before beginning volunteer services. Note: The requirements do not apply to parents of enrolled children who volunteer
 - Be at least 18 years old
 - Provide proof of immunizations: MMR (Measles, Mumps, Rubella), Tdap (adult Tetanus, Diphtheria, Pertussis), and a clear Tuberculosis assessment
 - Pass criminal record check
 - Submit a current Fingerprint Clearance Card OR complete the application and obtain a Fingerprint Clearance Card

Training:

- The new volunteer orientation starts on the first day. Note: This does not apply to parents of enrolled children who volunteer
- Hands-on training at the center provided by professional staff, the Site Supervisor, or alternative staff

Benefits:

- Resume-building experience
- Receive professional training and development that will provide the skills and knowledge for employment at CPC as a kitchen staff member or temporary kitchen substitute
- Meeting new people and making new friends
- Learn Head Start practices and philosophy
- Personal satisfaction from knowing that you are helping to support children's growth and development