



Community Dining Site Assistant

The Community Dining Site Assistant plays a critical role in the success of our Community Dining program, and will assist at the dining site with tasks such as creating a pleasant dining experience, setting tables, greeting guests, serving meals, supporting clean-up efforts following meal service, collecting information, and having fun.

Volunteer Eligibility Requirements

1. The volunteer must be in good physical health with the ability to lift 20 pounds and stand during duration of the shift.
2. Ability to work well with senior population and other program staff.
3. The volunteer must be willing to commit to one day per week for two – four hours for a period of at least six months.
4. Ability to follow verbal and written directions, and anticipate the needs of guests.

Duties and Responsibilities

1. Support our effort to ensure that county guidelines are followed at each site, including, but not limited to using the correct serving scoop size and maintaining the integrity of the meal as it was delivered.
2. Follow all food safety health and sanitation requirements while on site, including, but not limited to wearing hairnets or head coverings and gloves at all times.
3. Greet participants as they enter the dining site. Volunteer will be responsible for participant to sign in on the Community Dining Site Guest roster. If needed, the host will assist participants in seating and taking orders.
4. Serve participants in a friendly, courteous, and engaging manner.
5. Sanitize and set tables-each place setting will have a knife, fork and spoon set upon a placemat.
6. Assist the site operators with meal service, bussing and sanitizing tables, kitchen clean-up, and other duties related to the operations of a Community Dining Site.
7. Assist site operator with reconciling client contributions and non-program payments.
8. Assist with ensuring that all clients who are served are counted, and all meals that are wasted are counted.
9. Provide 24-hour notice when unavailable

For further information, contact Leigh Galten, Volunteer Coordinator, for more information. lgalten@councilonaging.com or (707) 525.0143 x121

<https://www.councilonaging.com/volunteers>