



Victoria Rainbow Kitchen Society Position Description

- Staff
- ✓ Volunteer

Team Leader

Purpose of Position: To coordinate the tasks related to the preparation of the daily meal

Number of Positions Available: 5 - 10

Duties and Responsibilities:

- Acts as contact for Team Members emergencies, sickness, holidays, etc.
- Consults with Volunteer Coordinator for vacancy needs
- Consults with the Cook and Kitchen Coordinator regarding the specific needs of the day
- Completes the Daily Report record
- Encourages volunteers to engage in conversation with the guests

Skills/Knowledge Required:

- Passion for providing a warm and caring environment for both guests and volunteers
- Ability to work independently, with little or no supervision
- Ability to work with a variety of personalities of both volunteers and guests
- Appropriate use of tact and diplomacy when dealing with volunteers
- Excellent communication skills
- Ability to delegate
- Ability to work under pressure and multi-task
- Ability to support and encourage other leaders in their work

Qualifications:

- FoodSafe Certificate
- First Aid Certificate an asset
- Must be willing to embrace the Vision, Values, and Goals of the Victoria Rainbow Kitchen Society

Training Provided:

- FoodSafe course
- On the job training

Supervision and Support: Reports to Kitchen Coordinator; Coordinates activities with Cook



Staff
✓ Volunteer

Team Lead Daily Tasks

Morning Set Up

- Sanitize tables
- Prepare coffee/tea/juice/condiment table
- Set up flowers/numbers on tables
- Set up condiment table
- Put out garbage cans

Lunch Set Up and Serving Tasks:

- Food prep – tasks assigned by Cook of the Day
- Ensure enough volunteers
- Dessert prep for serving
- Cutlery rolled
- Plates counted
- Menu board posted
- Serving – volunteer for each dish
- Host at door
- Cutlery handed out
- Ask a volunteer or guest to do a blessing before the meal
- Number of meals served recorded in log
- Storage of leftovers

Clean Up Tasks:

- Lunch dishes and cutlery clean up and dishwasher load up
- Dining room table wash/chairs up
- Coffee/tea/juice/condiment table clean up and store
- Dishwasher loading and unloading
- Sink wash-up
- Stove cleaning
- Garbage/recycle cleanup
- Complete daily report record