

# **High Desert Food & Farm Alliance Cooking Matters Program**

*A Partnering Satellite Agency of the Oregon Food Bank*



## **Volunteer Job Description**

**Job Title: Lead Assistant**

### **Position Summary:**

Lead Assistants help during the class to offer support to the Chef Instructor, keeping with time management as well as helping the individual students.

### **Duties:**

- Assist in class of 8-15 students
- Support Chef Instructor with helping participants, directing questions to the Chef, assist with food prep
- Review all menus, help the Shopper if needed
- Help put together the “take home bags” before the start of each class
- Assist with cleaning and tidying during each class
- Must be at class 30 minutes prior to start time to help with set-up

### **Qualifications:**

- 18+ years. Work conditions may include standing, pushing, pulling, lifting, in a standard kitchen environment
- Interest in working with low-income individuals with diverse backgrounds
- Good organizational and time management skills
- Ability to work collaboratively within a team as well as one-on-one with class participants
- Strong communication skills
- Willingness to adhere to program policies and team decisions

**Time Commitment:** Travel to and from class locations; 2 hour on-site orientation the week prior to the start of class; 2-3 hours per week for the 6-week course plus additional time to plan and prepare for lesson delivery.

**Resources Provided:** Orientation to program, curriculum training and on-site training with the Program Coordinator, Agency Contact and Volunteer Team. Cooking Matters booklets, additional resources and training available as needed.

\*Note: HDEFFA does not reimburse expenses incurred by volunteers in driving to the course (gas, parking fees, tickets or costs resulting from an accident).

**How does this help the High Desert Food & Farm Alliance?** These cooking and nutrition classes offered to individuals and families living in low income helps them make the most of their food resources. Cooking Matters makes a lasting impact to help address nutrition and food budget skills as well as introducing individuals and families to fresh and local produce available in Central Oregon.

### **HDEFFA Contacts:**

Meiko Lunetta Program Administrator  
[meiko@hdeffa.org](mailto:meiko@hdeffa.org), 603.831.3148

**Before Each Class Session:**

- Arrive at class location 30 minutes prior to the start of class
- Prepare sanitation buckets with 1tsp bleach per gallon of warm clean water; sanitize all dining and prep surfaces
- Ask the Chef Instructor or anticipate what equipment is needed for the recipes
- Preheat ovens and burners, start water to boil as needed
- Set up an individual work station for each participant with a cutting board held in place by a damp paper towel and chef knife
- Gather aprons, sign-in sheet and other documentation needed for the start of class

**During Each Class Session:**

- Watch for potential safety hazard including unsafe knife handling, participant hygiene issues etc.
- Anticipate the needs of the Chef for extra equipment or ingredients
- Assist participants who need one-on-one help with class tasks
- Assign a participant to help prepare the dining area for meal time
- Provide participants with specific examples of how and when to clean up during prep stages to prevent a big mess at the end of class
- Sit down, eat and enjoy the company! Use this time to share additional information or reinforce key messages

**After Each Class Session:**

- Help finish cleaning up; be sure supply and equipment kits are packed and returned to the storage area
- Notify Shopper of supply needs if you run low on napkins, soap etc
- Note items of importance in volunteer debrief for the Weekly Report
- Coordinate laundry duty with volunteer team; wash aprons and rags if your turn
- Send Weekly Report to Program Administrator

**At the End of the Course:**

- Return any borrowed curriculum or training materials to Program Administrator
- Complete online volunteer survey
- Provide feedback and suggestions for program/training improvement to Program Administrator