



Kirtland Community Meal Volunteer Job Descriptions

Meal Coordinator (1)

This position takes responsibility for meal from creation through to clean up and ensures that all help that is needed is accounted for

Shopping Coordinator (1)

This position takes responsibility for picking up all needed food and supplies

Cooking Coordinator (1)

This position is responsible for having just the right number of cooks in the kitchen

Assistant Cook (3)

This position assists the Cook Coordinator

Serving Coordinator (1)

This person is responsible for coordinating and ensuring all of the servers for the meal are attentive and service-oriented toward our guests

Set-up/Server (3)

This position helps with initial set up for the meal and then serves at assigned tables once people arrive

Greeter/Server (2)

This position greets and seats people as they arrive and then later fills a role of server to the tables. Christ-like hospitality begins in this position at the door!

Additional Servers (7)

This position has the most direct contact with our guests and is Christ-like in his/her hospitality and service in serving the meal (these positions are in addition to those who are helping with set-up and greeting)

Clean-up Coordinator (1)

This position is responsible for coordination of the clean-up crew and ensures that Hanson Hall and kitchen are left in spic and span condition

Clean-up Crew Member (4)

This position assists in any way needed to ensure that Hanson Hall and the kitchen are in ship shape condition before lights are out for the evening

Nurse Resource (1)

This position is staffed by our Parish Nurse, Floreene Inghram, and provides non-invasive nursing services, such as blood pressure checks

Employment Resource (1)

This position will be on hand at the dinner to consult with people who may want resume help or advice on how to search for employment

Financial Consult Resource (1)

This position will be on hand to consult with any guest who would like suggestions for budgeting their resources