



Volunteer Job Description – Firehouse Kitchen Volunteer

Summary of Position: Prepare, serve and operate the Firehouse Kitchen as part of the Kelowna Fire Museum and Education Centre's efforts to become self-sustaining.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Certification in Food Safe or willingness to become certified
- Ability to learn to use a specialty coffee machine and Point of Sale System
- Friendly, outgoing personality and excellent communication skills
- Previous experience working in the food service industry an asset but not required

Responsible To: Director of Volunteers & Donor Relations and Firehouse Kitchen Coordinator

Primary Responsibilities:

1. Set-up Coffee Shop, Prepare coffee/hot& cold beverages
2. Take drink orders and serve to guests; track beverages & prepare as necessary
3. Clean up coffee shop area and return all supplies to designated area
4. Assist with inventory management

Training Provided:

- Orientation to the facility and regular meetings with the Volunteer Coordinator & Donor Relations and Firehouse Kitchen Coordinator to plan activities, monitor progress and provide data, background information and problem-solving support.
- Food and Beverage preparation
- Point of Sale System Training

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment: minimum 8 hours per month

Length of Commitment: minimum 3 months

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: June 2009