

Niagara Falls Soup Kitchen Volunteer Information

Assistant to Kitchen Manager



Do you love attention to detail? Do you want to efficiency and organization? We are looking for someone to help keep our pantry and deliveries organized.

Responsibilities:

- Assist on Wednesdays or Saturdays to receive deliveries
- Help organize pantry after large food drives
- Unload items off the van (must be able to safely lift 50 pounds)
- Abide by FIFO (first in-first out) to ensure we are never being wasteful and all donations are used
- One of the key responsibilities is organization, all items should be stored correctly and strict adherence of health and safety guidelines.
- Communicate with Kitchen Manager about low inventory items that need to be ordered
- Help with shopping as needed
- Clean work area and kitchen equipment

Requirements:

- Ability to follow direction
- Experience in inventory control, rotation, previous kitchen experience
- Excellent organizational and time management skills
- Effective communication